

## OTTAWA COUNTY POSITION POSTING

<b>Job Title:</b>	Maintenance Worker II
<b>Reports To:</b>	Buildings & Grounds Superintendent
<b>Job Status:</b>	Classified, FLSA Non Exempt, Union Position
<b>Salary Range:</b>	As Established by Collective Bargaining Agreement

### Job Summary

The Maintenance Worker II position: maintains building systems including but not limited to HVAC\*, electrical, fire and security systems, energy management, door control, water and sanitary sewer, and provides maintenance to buildings, equipment and grounds; performs preventative maintenance and keeps buildings in good repair; performs construction projects including demolition, carpentry, plumbing, electrical and HVAC\*.

### Essential Knowledge, Skills and Abilities

In addition to consistent and reliable attendance, the following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Must have 5-10 years' experience in building and grounds maintenance or construction OR a 2 year degree from an accredited technical school and 3 years' minimum experience.
- Have knowledge of general building codes, safe work practices and OSHA guidelines;
- Must be capable of working alone to perform assigned tasks, but able to work as part of a team as needed;
- Ability to follow directions and apply independent discretion in work assignments;
- Ability to move freely in and about equipment, climb and work from a ladder and able to work outside in inclement weather;
- Ability to properly and safely use power tools, hand tools, ladders, welder, burning torch, electrical meter and computer.
- Must be able to work within policies and procedures of County correctional facilities, in and around inmates.
- Must have and maintain a valid Ohio Driver License and maintain county insurer eligibility requirements.
  
- **Preferred Qualifications:** 5-10 years of experience in a maintenance worker role and 3-5 years of HVAC experience and EPA certification

### Essential Functions of the Position

In addition to consistent and reliable attendance, the following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Maintain, repair and install of building controls, security systems and components.
2. Troubleshoot and perform routine and preventative maintenance on equipment.
3. Maintain, repair and install plumbing equipment including: Clean traps and lines, repair urinals, stools, sinks and valves, repair or replace leaking lines, and perform routine preventative maintenance tasks
4. Perform construction/remodeling projects that includes carpentry skills.
5. Maintain, repair and install electronics and controls for county buildings and structures as required. Install, repair, and or replace wiring, outlets, lights, motors, switches, plugs, relays, bulbs and light fixtures and perform routine preventative maintenance tasks.
6. Maintain, repair, and install of institutional equipment and controls.
7. Maintain, repair, and keying of door hardware and controls
8. Removal of snow and/or ice from County walkways, parking areas, etc., in coordination with contractor.
9. Will perform maintenance tasks in any/all County correctional facilities, which may include working with or around inmates of the facility.

**Non-essential Functions**

1. Performs light carpentry to include hanging of doors, drywall, painting, wallpapering, installing locksets, and some demolition work.
2. Perform general maintenance and cleaning of facility and equipment such as mowing grass
3. Perform related duties as required or assigned.

**Physical Requirements**

Must be able to lift and carry up to 50 pounds in a turning or twisting fashion, and up to 100 pounds infrequently; ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; works in or around crowds; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions.

**Work Hours**

Work is generally performed during regular business hours unless there is a business necessity to do the work after 5:00 PM. May have to work nights or weekends or be called in on an emergency basis.

**Work Location**

Work is performed in various locations/buildings as assigned.

*\* Work associated with HVAC, specifically the handling of refrigerant, requires EPA certification. Only those employees possessing such certification are permitted to conduct such work.*

*Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**TO APPLY:**

Resumes or applications may be submitted to the Human Resources' office via mail, email or fax as follows:

Ottawa County HR Office

315 Madison St.

Room 102

Port Clinton, OH 43452

Fax: 419-734-6885

[mish@co.ottawa.oh.us](mailto:mish@co.ottawa.oh.us)

Applications can be found at the Ottawa County website at

<http://www.co.ottawa.oh.us/wp/wp-content/uploads/2016/10/Employment-Application.pdf>

No Phone Calls Please EOE / DFWP

**DEADLINE TO APPLY is 08/20/19 4:30pm**