

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Maintenance Worker Crew Leader	<b><u>CLASS NUMBER:</u></b> 30202	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Public Facilities Management	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A7	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 373 S High Street, Lobby, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Building Manager (033500)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Maintenance Worker Crew Leader position is to lead a crew of maintenance workers performing routine and complex maintenance repair work in county buildings and facilities.

**JOB DUTIES:**

Serve as a lead worker in the performance of repairs, placement and preventative maintenance on equipment, building systems and fixtures at outlying county facilities. Perform routine and complex maintenance repair work (e.g., repair roofing and gutters, install or replace window coverings, sinks, faucets, toilets, pipes, drains, plumbing fixtures, pumps, valves, flush sensors, drinking fountains, etc.). Move furniture and set up meeting rooms. Perform custodial and landscape/snow removal duties. Clean up after water leaks/floods. Assist supervisor in the inspection of county facilities for needed repairs and/or replacements. Schedule and perform preventative maintenance. Operate tools and machinery (e.g., power tools, floor jacks, shop vacs, lawn mowers, snow blowers, computers, aerial lifts, etc.). Replace bulbs and ballasts. Upon approval of supervisor, assist in purchasing supplies and materials, prepare records and report work that has been completed. Prepare files for work that needs completed. Assist in ensuring contract compliance for contracts assigned to the maintenance section. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of inventory control; employee training and development; lead worker; supervision; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to understand systems of mechanical or other procedures; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; recognize safety warnings; complete routine forms; maintain accurate records; cooperate with co-workers on group projects; demonstrate physical fitness; demonstrate strength to lift up to 75 lbs.; demonstrate strength to move objects from one location to another.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High School diploma or GED with two (2) years experience in building maintenance function; or any equivalent combination of training and experience.

**Additional Requirements**

Must maintain a valid Ohio driver's license.

**Supervisory Responsibilities**

Ability to assign, review, plan and coordinate the work of other employees and to maintain standards. Ability to provide instruction to other employees.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties. May encounter dirt, temperature extremes, strong odors, disease, bloodborne pathogens, blood bodily fluids, electrical currents, potentially dangerous machinery and traffic hazards.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date