

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

<u>CLASSIFICATION TITLE:</u> Maintenance Worker	<u>CLASS NUMBER:</u> 30201	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A5	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Shifts Vary	<u>SUPERVISOR (PCN):</u> Maintenance Foreman 034150
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Maintenance Worker position is to perform routine and complex maintenance repair work in county buildings and facilities.

JOB DUTIES:

Perform maintenance repairs (e.g., repair or replace doors, windows, cabinets, steps, floor coverings, roofing, gutters, bulbs, lighting fixtures, electrical switches, motors, appliances, electrical circuits, generators, sinks, faucets, toilets, pipes, drains, water and steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, flush sensors, drinking fountains, etc.). Move furniture and set up meeting rooms. Clean up after water leaks/floods. Schedule and perform preventative maintenance on power tools and equipment after their use in maintenance and repair activities. Prepare reports. Record and document work that has been completed. Take inventory of and order supplies (e.g., paint, tools, and materials). Replace bulbs and ballast. Clean light fixtures. Perform some custodial work. Ensure that dock area, freight elevator and garage are free of trash, debris and spills. Perform some landscape duties which may include snow removal during inclement weather. Ensure that dock area is free of ice and snow. 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 safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; maintain accurate records; recognize safety warnings; complete routine forms; work alone on most tasks or with others; demonstrate physical fitness, demonstrate strength to lift up to 75 lbs.; demonstrate dexterity and skillful use of hands.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED, with two (2) years of 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

None required.

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