

**HARDIN COUNTY
BOARD OF COMMISSIONERS
An Equal Opportunity Employer**

POSITION DESCRIPTION

| | |
|---|---|
| Name: | Position Title: Building and Grounds |
| Class Title: Maintenance Assistant | Maintenance |
| Class Number: | Position Number: |

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|---|---|
| Dept./Div.: Commissioners | Civil Service Status: Classified |
| Reports To: Maintenance Superintendent | Employment Status: Full Time |
| Pay: Resolution | FLSA Status: Non-exempt |

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under Maintenance Superintendent Direction, performs maintenance of the County Courthouse, Courthouse Annex buildings and grounds, County Dog Pound, County Jail building, Title building, or any county office as instructed.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education and training or experience in maintenance and repair of mechanical, plumbing, heating, and electrical systems and building and grounds maintenance or equivalent combination.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Class III Steam Engineer-Boiler Operator's License not necessary due to boiler size in Courthouse and Annex. Valid Ohio operator's license.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101

45% Helps perform inspection and repairs to various operating systems (e.g.; heating, air conditioning, plumbing, electrical and when applicable, emergency generator and fire alarm); maintains and operates steam boiler; prepares inspection, maintenance and repair reports for boiler and, when applicable, fire alarm system.

32.5% Helps perform minor carpentry and building repairs; may perform various custodial duties; performs furniture moving.

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ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101

20% Performs grounds maintenance of County owned buildings (e.g.; mowing grass, removing snow and ice from walks and driveways, prunes trees and shrubs).

2.5% Informs Maintenance Superintendent of equipment and material supply needs.

OTHER DUTIES AND RESPONSIBILITIES:

None

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties (* indicates developed after employment).

Knowledge of: inventory control; mechanical diagrams; electrical maintenance and repair; custodial methods and techniques; building and grounds construction, maintenance and repair.

Skill in: HVAC installation, maintenance and repair; carpentry; plumbing; motor vehicle operation.

Ability to: carry out simple instructions; deal with problems involving few variables within familiar context; add, subtract, multiply and divide whole numbers; complete routine forms; communicate effectively; recognize safety warnings; understand technical manuals and verbal instructions; perform light manual labor in sometimes adverse conditions; demonstrate ability to lift up to 100 pounds.

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EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Steam boiler, lawnmower, pickup truck, and all other maintenance equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Occasional exposure to moving mechanical parts; occasional exposure to flammable substances; infrequent exposure to asbestos.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

| | | |
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| ADOPTED: ___/___/___ | REVISION # __: 7 /19 /2023 | APR BY: |
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