

**MEDINA COUNTY COMMISSIONERS**  
Job Description  
**MAINTENANCE REPAIR WORKER**  
**MAINTENANCE – BARGAINING UNIT**



**SUMMARY**

Ensures buildings and equipment are maintained in a safe, clean and orderly condition; maintains maintenance inventory records and files; prepares reports; monitors maintenance schedules to assure tasks are performed in a timely manner; repairs and treats structures such as floors, sinks, walls, roofs, and stairways; troubleshoots, repairs and adjusts locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; maintains hand and power tools in working condition; maintains fire extinguisher service schedule; maintains heating, ventilation, and air conditioning (HVAC) systems in working order and performs minor repair and preventive maintenance; moves or arranges for moving of furniture and equipment to requested site.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- I. Performs a variety of unskilled and semi-skilled carpentry work in the construction, alteration, repair and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures and furniture.
- II. Performs a variety of unskilled and semi-skilled maintenance in the repair and upkeep of heating, ventilation and air conditioning (HVAC) systems to include replacing air filters, greasing bearings, changing belts, and lubricating moving parts. Maintains and updates equipment records.
- III. Performs a variety of unskilled and semi-skilled electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs and/or replace lighting systems and/or fixtures; inspects electrical systems for unsafe conditions; regularly tests and verifies working condition of safety equipment including fire alarm, emergency lighting, and intercom systems. Resets breakers and timers related to lights and HVAC systems.
- IV. Repairs and assembles office furniture and office equipment; Delivers and/or moves, auctions goods, supplies and deliveries. Hangs pictures, plants, shelves, doors, blinds, and curtains. Sweeps, mops, waxes, and buffs floors. Dusts, washes, and cleans furniture, windows and walls.
- V. Maintains grounds in clean and orderly manner including mowing and trimming lawns; cuts trees, weeds, trims branches that create hazardous situations, and cleans debris; plows snow from streets and parking lots; blows/shovels snow from walkways, porches and ramps as needed.
- VI. Cleans and prepares surfaces to be painted; paints exterior and interior walls, ceilings and cabinet work, using brush or spray gun; varnish, stain or shellac furniture, doors, cabinets, moldings and floors; may mix paints to obtain desired colors.
- VII. Identifies plumbing problems; repairs plumbing leaks or breaks; replaces washers, gaskets and other minor parts; services drinking fountains; repairs, replaces and services hot water heaters. repairs and adjusts plumbing equipment and apparatus, such as replacing broken pipes, cleaning plugged drains, replacing washers and replacing faucets and valves, cleaning grease traps, and flushing sewer lines.

Class #: 53111C    Class Title: Maintenance Repair Worker 1    Position Control #: \_\_\_\_\_    Unit: Maintenance Dept.    Normal Working Hrs: Fr 7:00 am to 3:30 pm  
County of Employment: Medina    Working Title: Maintenance Repair Worker    Pos # & Title of Supervisor: 10491.0 Superintendent 2

- VIII. Repair, maintains, or replaces various locks and locking systems; keys and re-key locks; installs various building signs. Repairs and maintains all equipment related to maintenance department to include snow removal equipment, sweepers, mowers, compressors, tools and test equipment.
- IX. Opens all county government buildings and performs general morning rounds checking function and operation of all equipment.
- X. Performs all other duties as assigned. Attends safety training and schooling for proper safety and loss control procedures. Assists other repair workers and supervisors as needed.

**Class Title / Position Number of Position(s) Supervised: None**

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>KNOWLEDGE ▲ SKILLS ▲ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	<ul style="list-style-type: none"> <li>(1) General use &amp; purpose of materials, equipment;</li> <li>(2) Methods used in building maintenance;</li> <li>(3) Principles &amp; practices of designated building assignment;</li> <li>(4) Laws, codes, &amp; regulations pertinent to designated area of assignment;</li> <li>(5) Principles &amp; practices of work safety;</li> <li>(6) Use &amp; purpose of common materials, tools, equipment, &amp; methods used in carpentry, painting, electrical, plumbing, small engine repair, metal fabrication, &amp; welding both arc &amp; acetylene;</li> <li>(7) Basic math;</li> <li>(8) Safe operating techniques;</li> </ul>	<ul style="list-style-type: none"> <li>Operation of hand &amp; power tools;</li> <li>Painting - cleans/prepares surfaces, paints exterior and interior walls;</li> <li>Carpentry - alteration, repair maintenance;</li> <li>Plumbing - identifies problems; repairs &amp; replaces;</li> <li>HVAC - repair and upkeep;</li> <li>Electrical - installation and repair;</li> <li>Locks - repair, maintain, or replace;</li> <li>Vehicle Operation;</li> <li>Performs general morning rounds;</li> </ul>
Skills:	<ul style="list-style-type: none"> <li>(9) Problem solving;</li> <li>(10) Interpret work orders;</li> <li>(11) Explain job to others;</li> <li>(12) Analyze situations quickly &amp; objectively &amp; determine proper course of action;</li> <li>(13) Read &amp; understand blueprints/work orders;</li> <li>(14) Work with various cultural &amp; ethnic groups in a tactful &amp; effective manner;</li> <li>(15) Perform assigned duties to include heavy &amp; continuous physical labor in a safe &amp; effective manner for self &amp; others;</li> </ul>	<ul style="list-style-type: none"> <li>Maintain maintenance records &amp; files;</li> <li>Repair &amp; treat structures;</li> <li>Complete required paperwork;</li> <li>Repair &amp; upkeep of HVAC systems;</li> <li>Electrical installation &amp; repair work;</li> <li>Repair/assemble office furniture;</li> <li>Deliver and/or move auction goods, supplies &amp; deliveries;</li> <li>Identify plumbing problems;</li> <li>Repair, maintain, or replace various locks &amp; locking systems;</li> </ul>
Ability:	<ul style="list-style-type: none"> <li>(16) Understand operations, &amp; observe safety rules;</li> <li>(17) Analyze problem equipment;</li> <li>(18) Identify &amp; locate equipment &amp; tools;</li> <li>(19) Explain job to others – speak/read/write English</li> <li>(20) Analyze situations quickly, objectively; determine proper course of action;</li> <li>(21) Work assigned shift; be subject to emergency call-out &amp; unusual &amp; prolonged work schedule in emergency situations;</li> <li>(22) Perform assigned duties to include heavy &amp; continuous physical labor in a safe &amp; effective manner for self &amp; others;</li> <li>(23) Talk and hear;</li> <li>(24) Stand, sit, walk, use hand to finger, handle and feel objects and tools, and reach with hands and arms;</li> <li>(25) Work with various cultural &amp; ethnic groups in a tactful &amp; effective manner;</li> <li>(26) Communicate clearly &amp; concisely, both orally &amp; in writing;</li> <li>(27) Read &amp; understand blueprints &amp; work according to plans &amp; specifications;</li> <li>(28) Make rough sketches &amp; accurate estimates of material required;</li> <li>(29) Operate light trucks;</li> <li>(30) Use specialized tools &amp; equipment applicable to specific area of crafts &amp;/or mechanical assignment</li> <li>(31) Act quickly &amp; calmly in emergency situations;</li> <li>(32) Lift 50-100lbs;</li> <li>(33) Interpret a variety of instructions;</li> <li>(34) Complete routine forms;</li> <li>(35) Explain job to others;</li> </ul>	<ul style="list-style-type: none"> <li>Prepare reports;</li> <li>Carpentry - alteration, repair;</li> <li>Repair &amp; upkeep HVAC systems;</li> <li>Hang pictures, plants, shelves, doors, blinds, &amp; curtains;</li> <li>Sweep, mop, wax, &amp; buff floors;</li> <li>Dust, wash, &amp; clean furniture/windows;</li> <li>Open county buildings - perform general morning rounds;</li> <li>Mow &amp; trim lawns;</li> <li>Cuts trees, weeds, trims branches;</li> <li>Plow/blow/shovel snow;</li> <li>Clean &amp; prepare surfaces to be painted;</li> <li>Paint exterior &amp; interior walls;</li> <li>Repair plumbing leaks;</li> <li>Repair &amp; adjust plumbing equipment &amp; apparatus;</li> <li>Repair &amp; maintain equipment;</li> <li>Use hydraulic lift, hand cart, various &amp; hand tools;</li> <li>Plumbing - identify problems; repair replace;</li> <li>Repair, maintain, or replace various locks &amp; locking systems;</li> <li>Moves furniture &amp; equipment</li> </ul>

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### **MINIMUM CLASS REQUIRMENTS**

- 1) High School Diploma or equivalent.
- 2) One (1) year general maintenance experience.
- 3) Possess valid Ohio driver's license with good driving record.
- 4) Certification(s) in craft/trade/skills.

### **COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to climb ladders.
- Requires a considerable amount of physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stooping and climbing.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to transport themselves to and from various locations throughout County.
- Tolerate contact with or exposure to dirt, dust, noise, noxious/offensive odors, poor lighting, and heights up to 10 feet, electrical hazards, hazardous chemicals, vibrations, dampness, wetness and inclement weather conditions.
- Ability to frequently push, pull, lift and/or carry equipment, supplies and other materials weighing up to 25 lbs., and to occasionally push, pull, lift and/or carry equipment, supplies and other materials weighing up to 100 lbs..
- Possess the hand-eye coordination and manual dexterity to use hands and arms to reach, finger, handle, grasp and feel; climb in and out of vehicles; and operate vehicles, lawnmowers, hand and power tools and any other equipment used to perform the essential functions of the job.

### **MAJOR WORKER CHARACTERISTICS**

- Knowledge of mathematics applicable to the building trades;
- Safety practices pertaining to operation of hand tools;
- Basic plumbing repair;
- Basic electrical wiring;
- Basic carpentry;
- Basic HVAC;
- Skill in operation of lawn equipment;
- Use of hand &/or power tools;
- Ability to carry out detailed but basic written or oral instructions;
- Demonstrate dexterity & skillful use of hands;
- Ability to lift 10 to 100 pounds;
- Ability to read drawings/prints;
- Ability to verbally express ideas;
- Ability to express ideas in written form;