

Board of Perry County Commissioners

212 S. Main St., Lower Level
New Lexington, Ohio 43764
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Job Description for the Position of: *Maintenance - General*

Description of the Job:

Individual is responsible for complex repairs and maintenance tasks within the various County-owned buildings. This individual will receive direct supervision from the Building Maintenance Supervisor.

Essential Functions to be performed:

- Perform general repairs and maintenance to heating, air conditioning, and electrical systems.
- Read blueprints to determine size, position and amount of materials needed on existing or new construction.
- Repair or replace plumbing fixtures, which includes cutting thread and band pipe using hand and/or power tools.
- Replace electrical switches and fixtures.
- Perform rough and finished carpentry
- Perform mechanical and building maintenance duties such as plumbing, carpentry, painting, housekeeping, and lawn maintenance.
- Remove snow or debris from sidewalks, driveways, and parking lots.
- Perform repairs to the parking lots and building roofs.
- Fabricate parts to repair or build equipment and/or furniture.
- Repair locks and doors as requested.

Other Tasks which may be assigned:

- Perform maintenance and repair on general equipment owned by the County.
- Repair office furniture.
- Notify supervisor of any needed repairs or malfunctions.
- Responsible for maintaining a clean work area.
- Ensure that reports and logs are completed in a timely manner.
- Responsible for operating and servicing boilers.
- Perform on-call duties and be available 24 hours per day as scheduled.
- Assist skilled trades in higher classifications for learning purposes.

Minimum Qualifications:

- Education equivalent to the completion of the 12th grade.
- General knowledge of electrical circuiting and controls; mechanical repair
- General knowledge of plumbing and pneumatic controls.
- General knowledge of building and grounds maintenance, methods, tools, materials, and supplies.
- Knowledge of small engine repair.
- Knowledge of construction and safety practices and procedures.
- Ability to follow oral and written instructions.
- Ability to work with minimum supervision.
- Ability to perform heavy physical labor (50 lbs), and to occasionally work under adverse weather conditions.
- Ability to develop and maintain effective working relationships with supervisors, the general public, and with co-workers.
- Skill in the operation of equipment, hand tools and power tools.
- Valid driver's license.
- Ability to communicate effectively both orally and in writing.
- Knowledge and ability to follow safety practices and procedures.

Preferred Qualifications:

- Possession of a low pressure boiler operator's license.
- Working knowledge of electrical, plumbing, and air conditioning.
- Valid Driver's license.
- Perry County Residents preferred.

Physical Requirements:

- Alternate between sitting/standing/walking throughout an eight (8) hour workday.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Ability to climb ladders and stairs.
- Ability to perform heavy physical labor (50 lbs.).
- Ability to occasionally work under adverse weather conditions.
- Push/pull with at least 20 pounds of initial force.
- Bend/squat/crouch/kneel.

Please send resumes to:
Perry County Commissioners
Attn: Angela McCord
212 S. Main Street
New Lexington, OH 43764