

**WOOD COUNTY, OHIO  
POSITION DESCRIPTION**

**POSITION: Maintenance Worker II**  
**DEPARTMENT: Buildings and Grounds**

**PAY GRADE: 4**  
**STATUS: Classified, FLSA Non-Exempt**

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**PURPOSE OF POSITION**

The purpose of this position is to supervise workers and perform maintenance and repair duties for buildings and facilities.

**ESSENTIAL FUNCTIONS**

**In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.**

Performs maintenance and repair work for heating and cooling systems, including cleaning and maintaining boilers and cooling units; calibrating thermostats, oiling, maintaining, replacing motor for, and rebuilding pneumatic valves for fan coil units; repairing and oiling pumps; replacing pumps and motors.

Performs electrical maintenance and repair including installing new and repairing existing wiring; running new and repairing existing computer wiring; repairing and replacing bulbs, outlets, and ballast.

Performs plumbing maintenance and repair work including installing new and repairing existing water lines; cleaning out blocked sinks and toilets; installing new, and rebuilding existing fixtures.

Performs buildings and grounds inspections.

May perform carpentry duties including job-site preparation for remodeling; removing/installing doors, windows, flooring, walls etc; building and repairing furniture, desks, cabinets, shelving, benches, etc;

Prepares walls for painting; paints walls, floors, and equipment.

Performs grounds-keeping maintenance work including snow and ice removal; concrete work on walls and side walks; mowing and trimming grass and bushes; planting and maintaining flowers.

Checks and repairs roofing; changes filters for HVAC systems; repairs and replaces doors and locks; hangs pictures and signs

Assists in checking and repairing fire/smoke alarms; participates on the bomb search team if needed.

**ADDITIONAL FUNCTIONS**

Moves furniture; loads and unloads materials and supplies.

Performs custodial duties as needed.

**MINIMUM QUALIFICATIONS**

High school diploma or GED with four to nine months vocational/technical training, supplemented by two years experience in the field or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license.

Employees placed at the Justice Center shall obtain correction officer certification within one year of placement.

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### PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data, statutes, and/or guidelines.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others, such as coworkers and the public, on how to apply policies, procedures, and standards to specific situations.

**Verbal Aptitude:** Requires the ability to utilize a variety of advisory data and information such as financial statements, technical operating manuals, statutes, procedures, and guidelines.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, calibrate, tune, synchronize, and perform complex rapid adjustment on equipment, machinery, and tools such as vehicles and hand and power tools, and/or related materials used in performing essential functions.

**Physical Ability:** Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling objects and materials of moderate weight.

**Sensory Requirements:** Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.

**Environmental Factors:** Essential functions may risk exposure to temperature extremes, smoke, electric currents, noise extremes, vibrations, or traffic hazards.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.