

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

Cover Page 1 of 2

<b>Agency:</b>	Board of Commissioners	<b>Employee Name:</b>	
<b>Class Title:</b>	Maintenance Supervisor	<b>Position Title:</b>	Maintenance Supv.
<b>Class Number:</b>	53113BC	<b>Position Number:</b>	01:901000.0
<b>Dept./Div.:</b>	Maintenance	<b>Civil Service Status:</b>	Unclassified R.C.124.11(A)(3)
<b>Unit:</b>	N/A	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	County Administrator	<b>FLSA Status:</b>	Nonexempt
<b>EEO Status:</b>	(08) Service/Maintenance	<b>DOT/O*Net Code:</b>	891.137-010
		<b>Normal Work Hours:</b>	Weekdays 8 a.m. – 4:30 p.m.

### GENERAL DESCRIPTION:

Under general direction, oversees maintenance of county's buildings, grounds, facilities, and equipment; supervises department personnel in performance of job duties; conducts inspections; establishes preventative maintenance programs; completes all duties and performs a variety of regular daily and semi-skilled or skilled maintenance and/or repair duties in trade areas (e.g., heating and cooling, plumbing, electrical, etc.).

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED), plus one (1) year related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy.

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

Motor vehicle, lawn mower, hedge trimmer, snow blower, and other commonly used maintenance equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., man lifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; has exposure to hot, cold, wet, humid, or windy weather conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

{6/27/2014 PDAUGBC 00121226.DOCX }

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In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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 (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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<b>Unit:</b>	N/A		

## JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 45% (1) Supervises department personnel in performance of job duties and responsibilities (e.g., plans work projects, schedules work flow, coordinates priorities, assigns work orders; provides direction; reviews work completed ensuring work complies with established policy and procedure; recommends leaves; effectively recommends discipline; etc.); assists with development and implementation of department policies and procedures; effectively recommends hiring of applicants.
- 20% (2) Conducts regular inspections of facilities and equipment; performs tests on equipment ensuring proper working order; performs a variety of repair and maintenance tasks in county offices and buildings as needed (e.g., alarm systems, sprinkler systems, emergency systems, cooling systems, plumbing, electrical, painting, carpentry, etc.); maintains plumbing systems (e.g., snakes pipes, installs faucets, etc.); maintains electrical systems (e.g., replaces broken parts, installs switches and fixtures, mends wiring, etc.); performs a variety of repair and maintenance tasks on all county equipment (e.g., mowers, snow blowers, vehicles, etc.); contracts with outside firms when necessary for maintenance and repairs of county facilities, grounds, and equipment; drives motor vehicle to various work sites to perform duties and to ensure proper working condition.
- 20% (3) Conducts regular inspections of grounds; operates machinery to perform ground maintenance duties (e.g., snow blower to remove snow; etc.); removes snow and ice from sidewalks, ramps, and steps to county buildings.
- 10% (4) Establishes and maintains preventative maintenance program; creates and updates technical manuals; evaluates equipment and supply needs; orders necessary equipment and supplies; prepares vouchers for payment of invoices and submits to auditor's office; makes an annual inventory, on the second Monday in January of each year, of all the materials, machinery, tools, and other county supplies under jurisdiction and files one (1) copy with the clerk of the board of county commissioners and one (1) copy with the county auditor
- (5) Maintains required licensures and certifications.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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<b>Unit:</b>	N/A		

(7) Attends professional education and training sessions, seminars, and workshops as directed.

### OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as required.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** county policies and procedures; personnel rules and regulations; supervisory principles and practices; project management; electrical installation, maintenance, and repair; mechanical maintenance; proper lifting techniques; snow and ice removal; vehicle maintenance and repair; grounds maintenance and repair.

**Skill in:** interior/exterior building painting; carpentry; motor vehicle operation; use or operation of lawn equipment; use of bench and/or hand tools.

**Ability to:** exercise independent judgment and discretion; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; write instructions and specifications; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; understand technical manuals and/or verbal instructions; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site; supervise, delegate, and monitor the work of others; work safely; operate machinery (e.g., lawn mowers; etc.).

### POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Maintenance worker (01:101101.0, 01:101102.0); janitor/housekeeper (01:100101.0, 01:100102.0, 01:100103.5).