DATE: July 25, 2024

CLASSIFICATION TITLE: Buildings, Grounds, & Maintenance Worker II

PAY RANGE: $15.75 - $20.55 per hour

UNIT: Commissioner’s Office

UNDER DIRECT SUPERVISION OF: Buildings, Grounds & Maintenance Supervisor

To apply for this position, use the Employment Application available on-line at www.co.tuscarawas.oh.us.

Forward the application and supporting documentation to:
Tuscarawas County Commissioner’s Office
Attn: Human Resources Manager
125 E. High Avenue
New Philadelphia, OH 44663

Or: E-mail application to: hrmanager@co.tuscarawas.oh.us

Or: Fax application to: 330-365-3397

All applications must be received by 4:30 p.m. on August 9, 2024.

Attached is a position description describing duties to be performed.

The Tuscarawas County Commissioners do not discriminate on the basis of race, color, national origin, sex, religion, age, or disability or any other unlawful basis in the employment or the provision of services.

ATTACHMENT: Position Description & Benefits Flyer
TUSCARAWAS COUNTY
An Equal Opportunity Employer

POSITION DESCRIPTION

<table>
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<tr>
<th>Office/Agency:</th>
<th>Board of Commissioners</th>
<th>Employee Name:</th>
<th>Building and Grounds Maintenance Worker II</th>
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<tr>
<td>Class Title:</td>
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<td>Position Title:</td>
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<td>Dept./Div.:</td>
<td>Board of Commissioners</td>
<td>Civil Service Status:</td>
<td>Classified</td>
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<tr>
<td>Unit:</td>
<td>Maintenance</td>
<td>Employment Status:</td>
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<td>Reports To:</td>
<td>Maintenance Supervisor</td>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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JOB RESPONSIBILITIES: In addition to the following, perform other related duties as required.

Under general supervision: performs building and grounds maintenance work; operates motorized equipment to maintain county grounds; utilizes hand and power tools to maintain equipment, machinery and county buildings.

QUALIFICATIONS:
Completion of 12th school grade or GED and 3-5 years of experience in semi-skilled maintenance and repair operations, or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Valid Ohio Driver License and acceptable driving record; must be able to qualify for and remain insurable under the County’s insurance plan.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.
Hand tools and power tools such as: Handsaws, drills, torches, pipe wrenches, flaring tools, pipe dies, threading machines; motorized equipment such as: lawn mower, trimmer, snow blower, buffer, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
The employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment of machines and equipment; frequently lifts objects 50 pounds or less; frequently carries objects 50 pounds or less; occasionally pushes objects 75 pounds or less; occasionally pulls objects 75 pounds or less. This employee’s work conditions include exposure to work indoors and outdoors with exposure to temperatures ranging from below 32°F to above 100°F for periods in excess of one hour and exposure to minor hazardous conditions such as cleaning agents, chemicals, dirt, fumes, gases, dust, etc. The Department of Labor strength rating for this position is considered medium work.

Updated 7/2/2024
TUSCARAWAS COUNTY
POSITION DESCRIPTION

Office/Agency: Board of Commissioners
Unit: Maintenance
Employee Name: Building and Grounds Maintenance Worker II
Position Title: Building and Grounds Maintenance Worker II

JOB DUTIES AND WORKER CHARACTERISTICS:
ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

25% Performs various types of minor maintenance and repair tasks, e.g., repairs building and grounds maintenance equipment, plumbing systems, broken windows, lighting fixtures and plug outlets, paints buildings, installs attachments to equipment, etc.; tests boilers and heating and cooling systems as necessary.

55% Operates motorized equipment to maintain county grounds, e.g., mowers, trucks, tractors, and blowers, etc.; plows snow, cleans walkways, and applies salt; mows grass, trims shrubs and trees, resods grass areas, and plants flowers.

15% Utilizes a variety of hand and power tools to assist with completion of job duties.

5% Performs other unskilled and semi-skilled tasks, e.g., delivers materials and equipment, etc.

ADDITIONAL CHARACTERISTICS AND ESSENTIAL FUNCTIONS:

Demonstrates regular and predictable attendance. Ability to work cooperatively with coworkers and supervisors and positively interact with public.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

Updated 7/2/2024
MINIMUM ACCEPTABLE CHARACTERISTICS: (^indicates developed after employment) (Minimal necessary to perform duties)

Knowledge: Building and grounds maintenance methods, equipment, and materials; safety practices and procedures; plumbing techniques and procedures; low pressure boiler operations, maintenance, and repair.

Skill in: Use of maintenance, hand and power tools, motor vehicles, and motorized equipment.

Ability to: Follow oral and written instructions; perform labor tasks for extended periods of time; operate motorized equipment; utilize hand and power tools; work safely, efficiently from ladders, roof top (heights of up to 100’); perform routine manual tasks; perform strenuous/heavy physical labor for extended periods of time; lift up to 100 pounds; communicate effectively; comply with all safety rules and County rules and regulations.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED: NONE

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 my position description, and that I understand its contents.

(Approval of Appointing Authority) (Date)

(Employee Signature) (Date)

Updated 7/2/2024
Tuscarawas County, OH

Unique Job Benefits

In addition to compensation and healthcare, we offer so much more!

- Affordable Health Insurance
  Four generous coverage options including FSA & HSA plans and insurance copays for generic prescriptions as low as $10. Access to virtual medical care, as well.

- Vision and Dental Insurance

- $10,000 Basic Life Policy
  With opportunity for additional voluntary coverage for self and dependents.

- Generous Paid Time Off:
  1. Sick – three weeks per year with rollover.
  2. Vacation – based on years of service with rollover. Two weeks at one year of service and up to five weeks at 25 years of service.
  3. Personal days
  4. Flex time / compensatory time / overtime

- Paid Holidays; only 2 months without a holiday

- Longevity Pay starting at 5 years

Employee Assistance Program
FREE counseling services, financial and legal advice, family support, help with relationships, estate planning and more.

- Wellness Program
  Preventative care & benefits including screenings, immunizations, counseling, etc. for employees & eligible dependents.

- Discounts on YMCA Membership

Contact Human Resources to learn more or submit an application

Kris Lowdermilk, HR Manager
HRManager@co.tuscarawas.oh.us

Melissa Clark, HR Specialist
ClarkM@co.tuscarawas.oh.us

WE'RE HIRING!
330-365-3204