



Preble County Board of Commissioners

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JOB POSTING BUILDING AND GROUNDS MAINTENANCE WORKER III

The Board of Preble County Commissioners will accept applications for the full time, classified, FLSA non-exempt position of Building and Grounds Maintenance Worker III. Interested individuals may obtain a classification specification which outlines the responsibilities of this position including qualifications and duties. The pay range for this position is \$14.99 - \$20.51 per hour.

Applications may be obtained in the Commission Office located on the 1st Floor of the Preble County Courthouse, 101 East Main Street in Eaton, Ohio, between the hours of 8:30 A.M. and 4:00 P.M., Monday thru Friday. This job posting is also published on the Preble County Commission's website, www.prebco.org. To access the help wanted ad notice, click on "job opportunities" on the left side of the home page at www.prebco.org. Applications will be accepted until 4:00 P.M. on Monday, April 23, 2018.

Preble County is an equal opportunity employer.

Advertised in RH – April 11th & 18th, 2018
Posted on County Website – April 2, 2018

CLASSIFICATION SPECIFICATION

PREBLE COUNTY
An Equal Opportunity Employer

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TITLE: **Building & Grounds Maintenance
Worker III**

JOB RESPONSIBILITIES: Under direction, performs skilled preventative maintenance and repair work in County buildings. Performs other related duties as requested.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:

Completion of High School/G.E.D. and two (2) years experience in building maintenance and repair operations including electrical and HVAC systems.

% of time	ILLUSTRATIVE DUTIES:(The duties listed below are intended to depict tasks performed by this classification.)
35%	(1) Performs preventative maintenance on electrical, plumbing and HVAC systems within County buildings; oils pumps and motors, adjusts or replaces belts, cleans filters, coils, vents, etc. Assists in installation of new equipment or systems as needed.
10%	(2) Performs remodeling work, e.g., installs doors, drop ceilings, cement work, new roofing, etc.
30%	(3) Sweeps, mops, strips and waxes floors; empties trash; washes windows; cleans and polishes furniture, cleans restrooms and toilets etc.
15%	(4) Performs ground maintenance duties as assigned, e.g., mows grass, seeds, trims bushes and plants; removes weeds and litter; removes snow and ice during winter.
10%	(5) Gathers cleaning, repair and maintenance information for supervisor; gathers price quotes for supervisor.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position.

Employee's Name

Date