



# *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 position of Building and Grounds Maintenance Worker III. Pay Grade 7 - \$14.99 - \$20.51 per hour. Interested individuals may obtain an application in the Commission Office on the 1st Floor of the Preble County Courthouse, 101 East Main Street in Eaton, Ohio, between 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](http://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](http://www.prebco.org). Applications will be accepted until 4:00 P.M. on Friday, February 23, 2018.

Preble County is an equal opportunity employer.

Advertised in Pall Item – February 10<sup>th</sup> and February 17<sup>th</sup>, 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