



POSITION AVAILABLE:

Maintenance II

POSTING DATE: Thursday, July 15, 2021
DEADLINE TO APPLY: Open until filled
DEPARTMENT: Internal Services / Maintenance
LOCATION: Ravenna, OH
SCHEDULE: Monday - Friday, 8:00am - 4:30pm
SALARY: \$16.07/hour
FLSA STATUS: Classified, Non-Exempt

JOB OBJECTIVES:

Under the immediate supervision of the Maintenance Supervisors, incumbent is responsible for the maintenance and repair operations of all county buildings and grounds.

MINIMUM QUALIFICATIONS:

High School education is required along with special training in various maintenance procedures. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

EXAMPLE OF DUTIES:

Open, complete and close work orders from County departments through computer program (Facility Dude). Perform maintenance on electrical and plumbing fixtures and equipment. Perform maintenance on various machines and equipment. Cut and trim lawns, pull weeds and trim hedges. Move furniture. Build, assemble, and install office equipment. Prepare walls and areas for painting; paint inside and outside. Perform maintenance on lawn and garden equipment. Remove snow from sidewalks and steps and salting. Plow snow. Maintain an on-call status, twenty-four (24) hours per day. Operate a motor vehicle as needed to perform the essential functions. Demonstrate regular and predictable attendance.

Critical Skills/Expertise:

Knowledge of: plumbing and electrical, carpentry skills, sanitation procedures, floor and carpet cleaning procedures, wall preparation, painting and clean-up procedures, landscape and lawn care.
Ability to: read and follow instructions, perform work with little supervision, drive a snow plow truck.

For full job description, click [HERE](#)

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)