

**PORTAGE COUNTY**  
**Maintenance Department**

**TITLE:** Maintenance III

**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.

**ESSENTIAL JOB FUNCTIONS:**

- Open, complete and close work orders from County departments through computer program (Facility Dude).
- Perform regularly scheduled maintenance on heating and cooling units.
- Troubleshoot and repair chiller, boiler and control problems.
- Maintain chilled and hot water supply systems.
- Troubleshoot and repair control circuits, replacing faulty thermostats, wiring and controls.
- Perform preventative maintenance on all air conditioners and air handlers, include the changing of filters, belts and coils.
- Prepare boilers for inspection, replace valves, rebuild and replace pumps.
- Repair gas furnaces, gas and steam leaks.
- Install and replace toilets, sinks, hot water tanks, sump pumps and perform related plumbing duties.
- Wire and install new lights, electrical outlets and switches, multiple types of lighting ballasts, rewire pumps and motors and perform other miscellaneous electrical tasks.
- Maintain grounds through regular lawn maintenance which includes, but is not limited to: operate, maintain and repair mowers, cut and remove trees, trim hedges and spread mulch.
- Maintain grounds during winter weather by operating snow plows, salting sidewalks, steps, entrance ways and parking lots as needed.
- Perform carpentry work, which may include: building shelves, cabinets, counters and doorways; install carpet or floor tile.
- Tear out and replace drywall and plaster.
- Move furniture, build and assemble office furniture and equipment.
- Paint and wallpaper, including the preparation of wall surfaces as needed.
- Devise and carry out a painting schedule of all county buildings and parking lots.
- Assist in establishing departmental policies, goals and objectives.
- Process requests for repairs through the County Maintenance Department.
- Monitor and make recommendations for supplies.
- Operate a motor vehicle as needed to perform the essential functions.
- Demonstrate regular and predictable attendance.

**NON-ESSENTIAL JOB FUNCTIONS:**

- Performs related Essential and Non-Essential functions as needed.
- Other duties as assigned.

## **I. JOB REQUIREMENTS**

**Equipment:** Ability to use the following equipment: pressure indicators, thermocouples, voltage or current meters, pipe threader, lawn mower, welder, table saw, sewer machine, grinder, miter saw, engraving machine, router, various power and hand tools, forklift, computer, battery charger, and test meter, boilers and compressors.

### **Critical Skills/Expertise:**

- Ability to inspect, diagnose problems and complete repairs in a timely and effective manner.
- Knowledge of basic techniques and procedures used in general maintenance and repair work in the following areas: plumbing, electrical, and heating and cooling, mechanical, masonry and carpentry, and engine repair.
- Working knowledge of ventilation and refrigeration theory.
- Working knowledge of the design and operation of pneumatic control systems.
- Working knowledge of HVAC electrical circuits/systems.
- Ability to use recycle and recovery equipment.
- Ability to read and understand written instructions, technical manuals, plans and blueprints.
- Ability to estimate materials required for the job.
- Ability to drive a truck and operate a snow plow, forklift and lawn equipment.
- Knowledge of safety practices and procedures. OSHA regulations and EPA standards.
- Ability to communicate effectively, both orally and in writing.
- Ability to remain calm in stressful situations.
- Must be able to work the days and hours necessary to perform all assigned responsibilities and tasks, which includes maintaining an on-call status, twenty-four (24) hours per day.

**Job Standards:** High School diploma or G.E.D; HVACR Diploma or Associate degree, or a minimum three (3) years experience as a skilled HVAC technician. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driving eligibility standards.

## **II. DIFFICULTY OF WORK**

Work consists of varied, non-standardized tasks requiring the knowledge of established policies, rules, procedures and laws, and maintenance procedures.

## **III. RESPONSIBILITY**

Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Errors in work could result in unsafe equipment, causing possible injury and loss of productivity.

#### **IV. PERSONAL WORK RELATIONSHIPS**

Incumbent has contact with co-workers, employees throughout the various county locations, departmental directors, elected official and the general public. The purpose of these contacts is to receive and assign work assignments and to ensure that proper operation and building maintenance is accomplished.

#### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

##### **Physical**

##### **Requirements:**

Incumbent's work is identified as heavy work, requiring the lifting of up to seventy-five (75) to one-hundred (100) pounds frequently and over one-hundred (100) pounds occasionally. Ability to operate a motor vehicle.

##### **Physical Activity:**

Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, driving, and repetitive motions.

##### **Visual Activity:**

Incumbent performs work where the seeing job is at or within arm's reach. Must be able to drive a truck, forklift and tow motor.

##### **Job Location:**

Incumbent works inside and outside with exposure to temperatures that range from below 32 degrees to above 100 degrees for periods of more than one hour. Incumbent is occasionally exposed to slippery and uneven surfaces, proximity to moving mechanical equipment, electrical currents, high places and confined spaces, vibrations, loud noise, hazards, atmospheric conditions, and oil.

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