PORTAGE COUNTY
POSITION AVAILABLE

OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Maintenance II</th>
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<tbody>
<tr>
<td>POSTING DATE:</td>
<td>Thursday, March 26, 2020</td>
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<tr>
<td>CLOSING DATE:</td>
<td>Thursday, April 2, 2020</td>
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</tbody>
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DEPARTMENT: Maintenance
ADDRESS: 449 S. Meridian Street, Ravenna, Ohio 44266
APPOINTING AUTHORITY: Portage County Board of Commissioners
WORK SCHEDULE: Monday - Friday, 8:00 a.m. - 4:30 p.m.
SALARY RANGE: $16.07/hour

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.

JOB DESCRIPTION:
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.

Perform all aspects of floor maintenance such as stripping, waxing and buffing. Perform all aspects of carpet maintenance. Empty trash and recycling bins. Vacuum, dust, and mop buildings. Clean windows, bathrooms and public spaces. Sweep and clean up debris from sidewalks and grounds.

HOW TO APPLY:
- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- YOU MUST DEMONSTRATE ON THE APPLICATION HOW YOU MEET THE MINIMUM QUALIFICATIONS.
- APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE LISTED ABOVE.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: www.co.portage.oh.us
- APPLICATIONS CAN BE FAXED TO 330-298-4225, EMAILED TO hrd@portageco.com, OR MAILED TO THE ADDRESS BELOW.

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th FLOOR
RAVENNA, OHIO 44266

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)