

BOARDMAN TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Maintenance Worker	Name of Incumbent:	
Office/Division:	Administration	Employment Status:	Full-Time
Reports To:	Township Administrator	FLSA Status:	Non-Exempt

QUALIFICATIONS (An Example of Acceptable Qualifications):

High school or GED equivalent, supplemented by knowledge of maintenance work or any combination of relevant education or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable in accordance with the Township's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates Developed After Employment)

Knowledge of: Township goals and objectives;* Township policies and procedures;* safety practices and procedures; general construction maintenance and repair; general cleaning practices; general electrical, plumbing and boiler maintenance.

Skill in: light equipment operation; use of bench and/or hand tools.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; travel to and gain access to work site; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

1. Performs miscellaneous building repairs and maintenance (e.g. installs shelving, chair railing and other finishing; adjusts gate and overhead door; repairs gutter and down spouts; paints walls and ceilings)
2. Performs routine maintenance of electrical system (e.g. replaces lights, switches, and ballast; changes lighting fixtures; reports to Maintenance Supervisor when additional supplies are needed).
3. Maintains plumbing system (e.g. repairs toilets, sinks, urinals, faucets, traps, valves, wall hydrants; replaces and maintains sump pump in elevator shaft).
4. Maintains Air Handler and Boiler (e.g., grease and change belts; add chemicals to boiler; change air filters; repair pneumatic lines to thermostat).

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5. Assists with the maintenance of lawn and grounds surrounding Administration Building (e.g. cuts grass; trims and edges mulch beds and concrete walkway; mulch; fertilize grass and plants; weed; prune and water shrubs and plants; maintain lawn equipment).
6. Assists with cleanliness and sanitation of Administration Building by providing direction and assistance to part-time custodial staff when needed. (e.g., dusts surfaces of furniture and counters, railing, etc.; empties wastebaskets; sweeps and mops floors; vacuums; cleans windows; waxes and polishes floors; operates buffer, power scrubber, wet-dry vacuum and carpet shampooer; etc.).
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

General cleaning supplies such as broom, vacuum, mop, duster, ladder and floor buffer; lawn mower, edger, blower, weed whacker, snow blower, snow shovel; various carpentry, plumbing and electrical tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Works with and around motorized equipment, hand and power tools; works with and around chemicals and liquid fuels; works under adverse weather conditions; is exposed to dust, dirt, and fumes; is exposed to noise and traffic; may occasionally lift and move heavy objects

SUPERVISION RECEIVED: Reports directly to Township Administrator.

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POSITIONS SUPERVISED: None.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans Nelson & Associates, Inc.

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