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| **Job Title:** | ***Maintenance Worker*** | **Job Category:** | *Administrative* |
| **Department/Group:** | *Administration* | **Pay Classification:** | *Non Exempt* |
| **Level/Salary Range:** | *$16.21-19.12* | **Position Reports to:** | *Health Commissioner* |
| **Civil Service Classification:** | *Classified* | **Position Type:** | *Full time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision, the Maintenance Worker performs a wide variety of maintenance, custodian, and grounds keeping duties for the agency.

**Experience and Education Requirements**

Must have a high school a diploma or equivalent. Minimum of three (3) to five (5) years of previous maintenance experience or the equivalent in education and work experience. Understanding of basic electrical, plumbing, carpentry techniques is a needed. Ability to perform repairs on facilities, furniture, and equipment is needed.

Valid Ohio driver’s license and acceptable driving record is required.

**Public Health Core Competencies and Essential Duties**

**Public Health Sciences**

1. Establish, maintain, code, modify, track, and/or retrieve information and compile data that may require information, searches through files, contracts, records, computer files, including spreadsheets and/or customized database applications
2. Interview internal and external customers to establish program-specific documentation and/or identify services needed.

**Community Dimensions of Practice**

1. Under general supervision, prepares public health documents and reports
2. Supports relationships that improve community health

**Leadership and Systems Thinking**

1. Adheres to occupational safety and health administration standards relevant to job duties
2. Incorporates ethical standards of public health practices
3. Contributes to the development of a vision for a healthy community
4. Participates in professional development opportunities
5. Describes ways to improve individual and program performance

**Policy Development and Program Planning**

1. Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information
2. Collaborates in the development of and provides clerical/technical and administrative support to departmental quality improvement, performance management, and evaluation activities.
3. Contributes to development program goals and objectives
4. Describes organizational strategic plan and contributes to that plan
5. Applies strategies for continuous quality improvement

**Communication and Cultural Competency**

1. Answers telephones, screens calls, responds to inquiries and refers callers to appropriate persons
2. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
3. Adheres to ethical principles and Tuscarawas County Health Department policies in the collection, maintenance, use, and dissemination of data and information.
4. Communicates in writing and orally with linguistic and cultural proficiency
5. Facilities communication among individuals, groups and organizations
6. Able to describe the value of a diverse public health workforce

**Financial Planning and Management**

1. Operates within program budget
2. Adheres to all organizational policies and procedures
3. Uses performance management system for program and organizational improvement

**Essential Duties**

1. Performs cleaning/custodial tasks on a regular basis.
2. Relocates furniture, shelving, and equipment using drawings for instruction.
3. Opens buildings and disarms security systems.
4. Sets up meeting rooms.
5. Picks up and delivers equipment to be serviced by outside contractors.
6. Performs preventive maintenance on building equipment and agency vehicles.
7. Performs routine carpentry work and general painting.
8. Performs general plumbing work such as cleaning drains, repairing plumbing fixtures and related parts.
9. Makes minor repairs to electrical systems.
10. Repairs desks, chairs, filing cabinets, and other furniture/equipment as needed.
11. Checks and repairs fire and emergency lighting equipment on a regular basis.
12. Operates light motorized equipment to maintain grounds such as tractor, lawn mower, trimmer, snow plow, etc.
13. Plows/shovels snow from walks and parking lots to maintain clear access to various agency buildings.
14. Performs landscaping tasks including mowing grass, trimming bushes, etc.
15. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training.
16. Attends staff meetings and serves on temporary committees, as requested and is required to be punctual at such meetings.
17. Performs additional duties and assignments, as requested by Health Commissioner.
18. Regular, punctual attendance

**Behavior Expectations**

Treats others with courtesy and respect in all interactions.

**Working Conditions**

Operates various power equipment such as hand tools, mowers, tractors, etc.

Individual bends, reaches, pushes, and pulls various materials. May have to climb and reach extensively during performs of their job.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be to lift and/or move up to 30-40 pounds, and frequently lift and/or move up to 50-60 pounds, and occasionally lift and/or move up to 70-80 pounds.

May be exposed to varying temperatures due to work outdoors in summer and winter months.

**Additional Notes:**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| **Employee Signature:** |  | **Date:** |  |
| **Health Commissioner Signature:** |  | **Date:** |  |