

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

|  |   |
|--|---|
| <b>Agency:</b> County Engineer           | <b>Unit:</b> Engineering                |
| <b>Name:</b>                             | <b>Position Title:</b>                  |
| <b>Class Title:</b> Maintenance Worker I | <b>Class Number:</b>                    |
| <b>Dept./Div.:</b> County Engineer       | <b>Civil Service Status:</b> Classified |
| <b>Reports To:</b> Road Superintendent   | <b>Employment Status:</b> Full Time     |
| <b>Pay:</b> Annual per County Engineer   | <b>FLSA Status:</b> Non-Exempt          |

**QUALIFICATIONS: An example of acceptable qualifications:**

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. Completion of secondary education, plus experience in semi-skilled maintenance and road repair or equivalent; has the ability to perform physical labor. Must be able to obtain a valid Ohio Class A Commercial Driver's License.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license with acceptable driving record and able to obtain an Ohio CDL and maintain insurability under the County's insurance policy.

**EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.**

Large trucks, mowers, snow plows, power tools, light-medium equipment

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.**

The employee is exposed to, must negotiate, use or work with, or be in the vicinity of, construction equipment, general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public, including emotionally distraught individuals, will travel and gain access to work site.

Periodic - Exposure to hazardous chemicals, severe weather, dust, electrical hazards

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

# SANDUSKY COUNTY

## CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

|                            |                      |                        |             |
|----------------------------|----------------------|------------------------|-------------|
| <b>Agency:</b>             | County Engineer      | <b>Unit:</b>           | Engineering |
| <b>Name:</b>               |                      | <b>Position Title:</b> |             |
| <b>Class Title:</b>        | Maintenance Worker I | <b>Class Number:</b>   |             |
| <b>Supervisor's Title:</b> | Road Superintendent  | <b>Number:</b>         |             |

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**  
**JOB DUTIES: In order of importance**

**ESSENTIAL FUNCTIONS OF THE POSITION:** (\* indicates developed after employment)

40% (1) Performs manual and semi-skilled labor duties: assists with maintenance, construction and/or repair of highways; (e.g. applies stone, tar, gravel and asphalt to road surfaces; replaces, erects and installs guard rails and fences; cuts brush, grass and trees; shovels backfill; removes trash and refuse; constructs, repairs and maintains catch basins, culverts and bridges; builds headwalls and piling; removes and installs new bridge decks, flooring, supports rails; paints bridges, guardrails, building and equipment with power sprayer or brush; prepares metal and wood for painting, etc.);

(1) **Knowledge of:** (a); (b)  
**Skill in:** (c); (e)  
**Ability to:** (g) ;( h); (i)

40% (2) Operates various equipment used in highway and bridge maintenance, repair and construction projects (front end loader, distributor, power saw, chain saw, jackhammer, etc.); to perform rough grade level work on an intermittent basis (e.g. rolls blacktop, dig ditches and trenches, loads trucks, cuts trees, cement and stone, digs up roadways, etc..) hauls equipment and material to and from project sites; plows snow and spreads road de-icing material; use two-way radio to communicate the quantity and type of material delivered at project site; record/track material.

(2) **Knowledge of:** (a); (b);  
**Skill in:** (c); (d); (e)  
**Ability to:** (g); (h); (i); (j); (k)

10% (3) Performs janitorial work and upkeep of the county roads (plowing snow, mowing grass, potholes, and other various repairs)

(3) **Knowledge of:** (a); (b);  
**Skill in:** (c); (d); (e)  
**Ability to:** (h); (i)

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## CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

**Agency:** County Engineer

**Unit:** Engineering

**Name:**

**Position Title:**

**Class Title:** Maintenance Worker I

**Class Number:**

10% (4) Performs general maintenance and minor repair on equipment operated (e.g. checks and replaces fluid, lubricates moving parts, changes oil and tightens belts); assist mechanics with equipment repairs

- (4) **Knowledge of:** (a)  
**Skill in:** (c); (e); (f)  
**Ability to:** (h); (i)

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as required; required to perform job duties in a reasonable, productive, efficient, and economical method

**MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:** (a) safety practices and procedures; (b) construction techniques

**Skill in:** (c) hand held power tools; (d) operating large sized trucks; (e) operation of light to medium equipment; (f) automotive and equipment maintenance and repair

**Ability to:** (g) understand highway and bridge construction procedures; (h) cooperate with co-workers on group projects; (i) demonstrate physical strength; (j) read and copy figures accurately; (k) complete routine forms

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(Employee Printed Name)