

HELP WANTED

CRAWFORD COUNTY MAINTENANCE

The Crawford County Commissioners are seeking a qualified candidate for the position of **MAINTENANCE / BUILDING and GOUNDS WORKER**. This position will be for various county-owned facilities. Experience is preferred, but willing to train the right individual. This is a first shift position (Monday-Friday 7:00 a.m. - 4:00 p.m.), with county benefits.

Interested applicants may pick up an application in the Commissioner's Office or obtain one online at <http://www.crawford-co.org/Commissioners/index.php>

All applications or resumes must be returned to the **Commissioner's Office, 112 E. Mansfield Street, Suite 304, Bucyrus, OH 44820**. Or submitted electronically to: davew@crawford-co.org
Deadline is Tuesday, September 30, 2025 at 4:00 p.m.

Crawford County is an Equal Opportunity Employer.

Posted 9/2/25 Remove 9/30/25

JOB DESCRIPTION

TITLE: BUILDING/GROUNDS MAINTENANCE WORKER

Perform routine maintenance duties during the day shift. The following essential functions are typical of this position, but no one position would normally include all of these duties, nor is any one position necessarily limited to any one of these duties. Work is reviewed periodically upon completion and while in progress. Thorough instructions are given when tasks are initially assigned and after training are expected to perform duties without constant supervision. All discrepancy in work shall be reported to the Facilities Manager for instructions.

ESSENTIAL FUNCTIONS

Perform any of the following skilled, semi-skilled or unskilled tasks:

- Carpentry work
- Painting
- Plumbing
- Electrical work
- Lock-smithing
- Hauling/removal of debris including trees/shrubs
- General gardening/lawn mowing duties as required
- Snow/ice removal
- Furniture repair
- Mechanical diagnosis and repair including heating and air conditioning
- Proper use of power and hand tools
- Maintain files and records on equipment
- Perform preventative maintenance
- Learn and apply knowledge of schedules, procedures and use of equipment and supplies used in maintenance work.
- Maintain tools and equipment assigned in clean working order and provide proper security.
- Meet schedules in a timely manner.
- Work independently.
- Observe and report safety hazards and the need for maintenance and/or repair.
- Communicate effectively with others.
- Transport equipment and materials between job sites.
- Know when and do consultation with professionals for instruction and repair of equipment through out the facilities.
- Follow all safe work related practices (policies/procedures) including the proper use of personal protective equipment.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

- Locking/unlocking of buildings/conference rooms for scheduled meetings and events.
- Inspects facilities for damage after severe weather.
- Maintain and requisite parts and equipment to ensure that inventory is always available.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; skill in reading, writing, and math; knowledge of general maintenance principles, practices, and safety procedures; and ability to follow instructions.

PHYSICAL DEMANDS

Visual ability to read hand written or typed documents and instructions, conduct verbal conversation. Able to sit, stoop, kneel, bend and walk. Able to climb slopes, stairs, steps and ladders. Able to push and/or pull a variety of tools and equipment weighing up to 80 pounds. Able to lift and carry up to 40 pounds frequently and up to 60 pounds occasionally. Ability to work at various elevated heights and restricted spaces in a safe and effective manner. Able to work with chemical agents in a safe and effective manner. Ability to work with trees, shrubs, plants, flowers, soil and turf in a safe and effective manner. Demonstrate manual fine dexterity necessary to perform fine maintenance procedures and operate manual and power hand tools in a safe and effective manner. Able to operate powered equipment and manual equipment, as commonly found in grounds keeping and gardening and maintenance trades in a safe and effective manner. Safe and effective operation of a motor vehicle. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work performed is in, on or around county owned buildings. Work performed outdoors is subject to the ambient weather conditions including severe weather in emergencies; work exposes incumbent to chemicals and conditions such as fumes, odors, dusts; work requires use of protective devices such as masks, goggles, or gloves; and work may be performed on a varying schedule to accommodate departments and event schedules.

EDUCATION AND EXPERIENCE

High school diploma or equivalent; and two (2) years of building/grounds maintenance work experience in an industrial or public sector setting is desired. All incumbents will be required to complete, and pass, a complete background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Ohio Driver's License and reliable transportation.

ADDITIONAL INFORMATION This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.