

VILLAGE OF LOCKINGTON  
647 CROSS TRAIL  
PIQUA OH 45356

## **MAINTENANCE WORKER JOB DESCRIPTION**

### **DESCRIPTION**

Skilled maintenance worker performs essential upkeep tasks throughout the community. In this position, you will be responsible for a wide variety of activities as directed. Being reliable and self-motivated with a keen eye for detail is essential in this job.

Performs manual labor sometimes involves the use of acquired skills. This work requires more than usual physical strength and endurance. A maintenance worker works under the supervision of a superior who issues oral and written work orders and inspects work frequently.

### **ESSENTIAL JOB FUNCTIONS**

The ability to use or learn to use manual or powered hand tools. The ability to operate vehicles that are covered under the State of Ohio Drivers License. Lifting, carrying, and maneuvering heavy objects. Exerting physical strength for extended periods of time both indoor and outdoor, year-round. Some examples are, but not limited to:

Experience with precision measuring instruments or electronic testing devices

Inspect and troubleshoot equipment

Basic repairs or preventative maintenance when required

Conducting routine inspections of premises and equipment

Replacing light bulbs

Check functionality of safety systems (fire extinguishers, fire alarms, Exit signs, etc.)

Removal of snow and ice, tree maintenance, brush cleanup, sign maintenance, property maintenance, etc.

Maintain and clean equipment, restock depleted inventories, collecting trash

Readies equipment for removal efforts by assuring proper operation of plow and providing for adequate salt.

Repairs and maintains street markers and signage

Maintaining parks & recreational facilities; hand mowing, trimming, and general landscaping

Ability to maintain focus while working individually

Strong time management skills

Strong organizational and follow up skills

Report issues to Supervisor

### **PHYSICAL DEMANDS**

This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions, and requires the ability to bend, stoop, sit, stand, reach, pull, walk for an extended period of time, and

to perform occasional or repetitive lifting as required by the job. Requires the ability to occasionally lift loads of up to eighty pounds. Requires the ability to climb and descend a ladder. Requires the ability to operate/use hand tools, motorized vehicles, and equipment. Ability to operate office equipment to include telephone, computers, photocopier.

#### **ADDITIONAL REQUIRMENTS**

Must be 18 years of age upon first day of employment. High school diploma or GED certificate strongly desired. Must possess a valid driver's license and have access to reliable transportation. Must pass a post-employment offer background check and drug screen. A baseline hearing test is required with annual hearing tests thereafter. Safety training and other continuing education may be required.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time.

Annual Performance and Goals Evaluation begins in January of each year and commences by the last Friday in March.