

# **MAINTENANCE WORKER**

**JOB SUMMARY:** Performs a variety of general maintenance and repair tasks to support the safe, functional, and professional operation of Butler County Sheriff's Office buildings, facilities, structures, grounds, and equipment. Ensures facilities are maintained in good working order and present a clean, orderly appearance. Performs related duties as required.

**Job duties include but are not limited to:**

- Maintains BCSO buildings, facilities, structures, and equipment by performing routine and minor repairs, including but not limited to light switches, electrical fixtures, and outlets.
- Performs minor plumbing repairs; repairs broken windows; completes minor carpentry tasks; and paints buildings, offices, and structures as needed.
- Conducts routine maintenance on county equipment, including changing oil, tuning small engines, lubricating moving parts, and tightening belts and bolts.
- Conducts regular inspections of buildings and grounds to identify existing or potential maintenance issues; corrects minor problems and reports major repair needs to management or designated service providers.
- Identifies required parts and supplies to complete repairs; notifies management of needs and, upon approval, obtains parts from local suppliers.
- Prepares facilities and meeting rooms for scheduled use, including setup and breakdown as needed.
- Remains available to respond to maintenance-related emergencies and issues that arise outside of normal working hours, including evenings, weekends, and holidays.
- Performs all essential functions of the position on-site; this position is not eligible for telecommuting.

**JOB TYPE:** Full-time

**HOURS:** Monday-Friday; 40-hours/weekly

**SALARY:** \$28.00 - \$34.00/Hrly (based on experience and qualifications)

**FULL-TIME BENEFITS PACKAGE INCLUDES:** Ohio Public Employees Retirement System; Medical/dental, vision insurance; Health Improvement Programs; Wellness Program with participation rewards; Deferred Compensation Retirement Plans; Supplemental Life, Disability and Critical Illness Insurance; 35k Lincoln Life insurance policy (free); Employee Assistance Program; Flexible Spending Accounts (including Dependent Care FSA); Paid vacation and sick leave; Annual step increases and additional incentives available.

Certifications and/or prior experience in HVAC repair, mechanical services, painting, plumbing and maintenance is required.

**TO APPLY FOR THIS POSITION PLEASE VISIT:**

<https://www.butlersheriff.org/employment> to submit a Pre-Employment Application online