



## POSITION AVAILABLE:

### Maintenance III

POSTING DATE: Thursday, March 31, 2022  
DEADLINE TO APPLY: Open until filled  
DEPARTMENT: Internal Services / Maintenance  
LOCATION: Ravenna, OH  
SCHEDULE: Monday - Friday, 8:00am - 4:30pm  
SALARY: \$17.03/hr - \$20.41/hr  
CIVIL SERVICE/FLSA STATUS: Classified, Non-Exempt

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#### JOB OBJECTIVES:

Under the immediate supervision of the Maintenance Supervisors, incumbent is responsible for the maintenance and repair operations of all county buildings and grounds.

#### MINIMUM QUALIFICATIONS:

High School diploma or G.E.D; HVACR Diploma or Associate degree, or a minimum three (3) years' experience as a skilled HVAC technician. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driving eligibility standards.

#### EXAMPLE OF DUTIES:

Open, complete and close work orders from County departments through computer program (Facility Dude). Perform regularly scheduled maintenance on heating and cooling units. Troubleshoot and repair chiller, boiler and control problems. Maintain chilled and hot water supply systems. Troubleshoot and repair control circuits, replacing faulty thermostats, wiring and controls. Perform preventative maintenance on all air conditioners and air handlers, include the changing of filters, belts and coils. Prepare boilers for inspection, replace valves, rebuild and replace pumps. Repair gas furnaces, gas and steam leaks. Install and replace toilets, sinks, hot water tanks, sump pumps and perform related plumbing duties. Wire and install new lights, electrical outlets and switches, multiple types of lighting ballasts, rewire pumps and motors and perform other miscellaneous electrical tasks. Maintain grounds through regular lawn maintenance which includes, but is not limited to: operate, maintain and repair mowers, cut and remove trees, trim hedges and spread mulch. Maintain grounds during winter weather by operating snow plows, salting sidewalks, steps, entrance ways and parking lots as needed. Perform carpentry work, which may include: building shelves, cabinets, counters and doorways; install carpet or floor tile. Tear out and replace drywall and plaster. Move furniture, build and assemble office furniture and equipment.

For the full job description, please contact the Human Resources Department at [HRD@portageco.com](mailto:HRD@portageco.com).

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES  
449 S. MERIDIAN STREET, 7<sup>th</sup> Floor  
RAVENNA, OHIO 44266

EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)