



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

TWO POSITIONS OPEN

JOB CLASSIFICATION TITLE: SERVICE WORKER I
DEPARTMENT: FACILITIES MANAGEMENT
PROBATIONARY RATE: \$20.17 per hour
PAY RANGE: #13
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING JULY 1, 2024.

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN
CLICK ON WARREN COUNTY APPLICATION, DOWNLOAD TO YOUR DESKTOP
AND EMAIL TO: WCCOMMAPP@CO.WARREN.OH.US . PLEASE CONTACT SUSAN
SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Service Worker I
Class Title:

Incumbent:

Department: Facilities Management
Reports To: Supervisor
Pay Range: 13
Probation: 365 Days
Work Hours: 7:00 A.M. to 3:30 P.M.

FLSA Status: Non-exempt
Civil Service Status: Classified
Employment Status: Full-time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under general supervision, performs various skilled, semi-skilled and unskilled tasks to assist in maintaining County buildings, property and grounds; operates various equipment, tools and machinery as needed in performing the tasks associated with the numerous trades and skills needed in general building maintenance, new construction, grounds care and office remodeling.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

Entry level or apprentice knowledge of building construction, grounds care and general maintenance techniques; work experience in various construction trades, maintenance procedures and/or grounds-keeping; demonstrate an ability to operate medium construction and grounds keeping equipment and other associated tools and equipment.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License

ESSENTIAL FUNCTIONS:

1. Operates motorized equipment (e.g., dump truck, backhoe, skidsteer, jackhammer, snow plows, tractors, mowers, trimmers, lifts, etc.) associated with construction, grounds care and maintenance.
2. Assists with new construction work, remodeling work, grounds care and general maintenance.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

3. Performs unskilled and semi-skilled tasks in the areas of construction and maintenance, such as carpentry, minor plumbing, drywall, painting, general labor, routine maintenance functions, lawn care, landscaping, snow removal, etc.
4. Services and performs minor routine maintenance and repair to departmental equipment, building equipment and machinery.
5. Performs general maintenance, assists in various construction projects and may from time to time do some minor custodial tasks.
6. May be required to work independently or as part of group to accomplish tasks associated with construction, ground care and maintenance of various buildings and surrounding property.
7. May be subject to twenty-four (24) on-call for building and grounds emergencies and scheduled construction or maintenance.
8. Utilizes various power and hand tools needed for construction work, general maintenance and groundskeeping.
9. Ability to work in inclement weather conditions and environments associated with construction and maintenance work.
10. Must be able to lift a minimum of fifty (50) pounds in the performance of this work.
11. May be required to supervise inmates.
11. Demonstrates a regular and predictable attendance.
12. Follows all safety and health practices of the Warren County Board of Commissioners.

OTHER DUTIES AND RESPONSIBILITIES:

1. Helps identify areas where maintenance attention may be needed.
2. Will be required to interact with the public or other County personnel and are required to conduct themselves with courtesy and professionalism.
3. May be required to help train new employees and provide guidance for temporary labor forces.
4. May be required to gather and maintain information or other pertinent paperwork associated with their work duties or as required by supervisor.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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5. Assists in maintaining inventory records of parts and equipment as may be required by supervisor.

 6. Performs other duties required by Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: various construction and maintenance procedures, landscaping and grounds-keeping; associated safety practices and procedures; tools and equipment used in construction, maintenance, and grounds care; equipment care; equipment maintenance; courtesy and good public relations.

Ability to: exercise sound judgement; follow instructions; perform tasks for extended periods of time under various conditions; cooperate with co-workers on various projects and tasks; define and recognize areas requiring attention; collect and maintain data; establish facts and draw conclusions; resolve complaints; utilize tools and equipment associated with work requirements; diagnose minor problems; perform routine general labor tasks; communicate effectively; advise supervisor of possible maintenance problems; handle public relations.

Skill in: various construction trades and associated equipment; building and maintenance equipment; hand and power tools; grounds equipment; safety practices.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

**Date Adopted:
Date Revised:
posdes.210**