

TUSCARAWAS COUNTY JOB & FAMILY SERVICES

NOTICE OF VACANCY

DATE: **February 19, 2026**

CLASSIFICATION TITLE: **Maintenance Repair Worker 3** CLASS #: **53113**

POSITION CONTROL NUMBER: **12008.0** PAY RANGE: **7**

UNIT: **Support Services**

UNDER DIRECT SUPERVISION OF: **David "Clay" Riker, Facilities Director**

Anyone wishing to apply for this position must do so in writing to the Director

by 4:30 P.M. on Thursday, February 26, 2026.

Include in the application all documentation supporting your ability to meet the below-listed minimum qualifications for this position.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment of machines and equipment; frequently lifts objects 50 pounds or less; frequently carries objects 50 pounds or less; occasionally pushes objects 75 pounds or less; occasionally pulls objects 75 pounds or less. This employee's work conditions include exposure to work indoors and outdoors with exposure to temperatures ranging from below 32F to above 100 °F for periods in excess of one hour and exposure to minor hazardous conditions such as cleaning agents, chemicals, dirt, fumes, gases, dust, etc. The Department of Labor strength rating for this position is considered medium work.


Veronica Spidell, Director

The Tuscarawas County Job & Family Services does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or the provision of services.

ATTACHMENT

**TUSCARAWAS COUNTY JOB AND FAMILY SERVICES
POSITION DESCRIPTION**

Maintenance Repair Worker 3

REGULAR HOURS OF WORK: 7:00 a.m. to 3:30 p.m

IMMEDIATE SUPERVISOR: David "Clay" Riker, Facilities Director

DEPARTMENT: Support Services PCN: 12008.0 CLASS: 53113 PAY RANGE: 7

QUALIFICATIONS: High School diploma or equivalent.

FLSA: Full Time, Non-Exempt

STATUS: Classified, Bargaining Unit

PROBATIONARY PERIOD: one year

WORK LOCATION: on site --TCJFS

SUMMARY OF POSITION:

Under general supervision, routine cleaning tasks perform to ensure clean, orderly and sanitary conditions of Tuscarawas County Job and Family Services building. Performs semi-skilled and skilled repairs including carpentry, electrical, and plumbing. Performs cleaning duties such as cleaning floors, shampooing carpet, washing walls, cleaning glass windows and doors, clearing sidewalks & entrances and removing debris from office and building. Order supplies and maintains key inventory/key control. Knowledge of Occupational Safety and Health Administration (OSHA) regulations and workplace safety practices applicable to maintenance & custodial operations.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment of machines and equipment; frequently lifts objects 50 pounds or less;

frequently carries objects 50 pounds or less; occasionally pushes objects 75 pounds or less; occasionally pulls objects 75 pounds or less. This employee's work conditions include exposure to work indoors and outdoors with exposure to temperatures ranging from below 32F to above 100 °F for periods in excess of one hour and exposure to minor hazardous conditions such as cleaning agents, chemicals, dirt, fumes, gases, dust, etc. The Department of Labor strength rating for this position is considered medium work.

ESSENTIAL DUTIES:

80%	<ul style="list-style-type: none">● Performs semi-skilled and skilled repairs including carpentry, electrical (e.g., outlets/light fixtures, switches, motors); plumbing (e.g., water tank, fixtures, faucets, toilets, sinks).● Performs minor repairs to roof, building structure, parking lot, office furniture, office equipment (desks, chairs, file cabinets, etc), power tools, and power equipment.● Troubleshoots heating, ventilation and cooling systems (HVAC).● Performs and/or provides work directions for the following duties:<ol style="list-style-type: none">1. Custodial services to entire facility include such things as sweeping, dusting, emptying trash, washing windows and walls, cleaning/sanitizing restrooms.2. Mowing lawn and maintaining grounds including running power mowers and trimmers.3. Moving furniture and equipment.4. Unloading delivered equipment/supplies.5. Maintaining neat/clean storage and garage areas.6. Assembling new furniture and equipment.7. Schedules floor care and/or performs floor care duties including operating floor care equipment.8. Shovel snow, operation of snowblower, apply de-icer.● Maintains building key control, inventory, and issuance records.● Performs routine vehicle cleaning and monitors and schedules vehicle maintenance, including oil changes, tire rotations, and related services.
15%	<ul style="list-style-type: none">● Provides work direction, training and instruction to other maintenance staff and Workfare workers in the performance of custodial services.● Inspects building, grounds, and equipment on a continuous basis for needed repairs, routine preventative maintenance, and overall cleanliness.● Paints and/or supervises painting of building interior/exterior and equipment.
3%	<ul style="list-style-type: none">● Maintains adequate inventory of maintenance and cleaning supplies and equipment. Contact suppliers regarding prices, information and scheduling. Drives own vehicle to pick up and deliver supplies/equipment, if needed.
2%	<ul style="list-style-type: none">● Other duties as assigned include attending workshops and meetings as required. May work evening shifts or weekends. May be exposed to high/low temperatures; may be exposed to weather. May be required to use own vehicle and provide proof of current driver's license and vehicle insurance (which is defined in Ohio Administrative Code [OAC]). Employee may be required to submit to initial/ongoing background checks in accordance with FTI rules.

NOTE:

The Tuscarawas County Job and Family Services does not discriminate in provision of services or employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, sexual orientation, gender identity, protected veteran status or other characteristics protected by law.

SPECIFICATIONS:

As an employee of the Tuscarawas County Job and Family Services, I agree to comply with all agency policies at all times and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

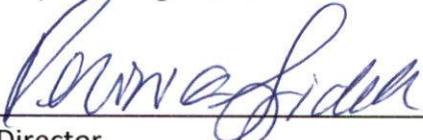
I will work to ensure and maintain effective relationships with other employees, program participants, parent/guardians, and state and local community service agencies.

I will adhere to all local, state, and federal laws and TCJFS policies and procedures.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed on how to access Tuscarawas County JFS policies, procedures, handbook, contract, and agree to abide by its contents. I acknowledge that I am required to remain substance free. Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by the agency policy.

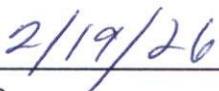
Signature indicates receipt of position description, employees understanding of duties described here-in and agreement to comply.

Employee Signature



Director

Date



Date