LOGAN COUNTY OHIO
Board of Commissioners

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Logan County Commissioners

Job Description – Maintenance Custodian

Title: Maintenance Custodian
Department: Commissioners
Reports to: Maintenance Supervisor
FLSA Status: Non-Exempt
Civil Service Status: Classified under ORC 124.11
Employment Status: Full Time/Hourly
Core Business Hours: 7:00 a.m. – 3:30 p.m., with 30-minute lunch (unpaid). Hours subject to change due to snow events or as needed.
Salary Range: $20.00 to 27.00/hour dependent on qualifications.

SUMMARY

The Maintenance Custodian shall perform custodial duties and assist with the daily operation, repair, and maintenance of county facilities.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

1. Perform building and office cleaning
2. Lawn mowing, snow removal, and cleanup of grounds
3. Perform skilled maintenance tasks, including carpentry/remodeling, plumbing, and electrical work
4. Utilization of technology and other resources to improve efficiency
5. Responsible for maintenance and repair of facilities
6. Possesses maintenance knowledge and skills, and knowledge of carpentry and related trades

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Regularly performs indoor and outdoor custodial and maintenance tasks. Examples include Office cleaning, floor polishing, changing light bulbs, lawn mowing, grounds maintenance, and snow removal.
Performs carpentry, plumbing, electrical, and other skilled tasks related to facility maintenance.
Performs building inspections for safety and regulatory compliance purposes. Reports identified safety hazards and issues to the Maintenance Supervisor.
Maintains a current Driver's Licenses and an acceptable driving record in accordance with county policy.
Completes projects and tasks as assigned by the Maintenance Supervisor.
Performs other related duties as assigned. Regular and predictable attendance is required.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Skilled experience in facility maintenance, construction, or any equivalent combination of education, training, certification, and experience that provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain an Ohio driver's license.

PHYSICAL TASKS: The physical tasks described here are representative of those that are typically required of an employee to successfully perform the essential functions of this job. Job tasks include (but are not limited to) regular use of hands to finger, handle, or feel. Other tasks include frequent standing, walking, sitting, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching, and crawling. The employee must occasionally lift and/or move objects weighing up to 50+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee will occasionally work in outdoor environments and be exposed to weather conditions including (but not limited to) hot and cold temperatures, rain, snow, and wind.

Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

PERFORMANCE APTITUDES

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Human Interaction: Requires the ability to respond to supervisory instructions, complete assignment, and interact positively and effectively with county officials, employees, and the general public.

To apply: Send resume to David Henry, County Administrator, at David.henry@logancountyohio.gov. Deadline to apply is December 1, 2025 at 5:00 p.m.