Carroll County Board of Commissioners

We are currently accepting applications and resumes for
the position of a full-time

Building & Grounds Maintenance Tech 1

This position includes 40 hours, sick leave, vacation and offers health insurance. Starting Rate: $20.00/hour with a $1.00 increase after a 6 - month probationary period is complete.

Hours: 8:00 a.m. – 4:30 p.m.

An application and full job description can be obtained at
https://carrollcountyohio.us/PublicNotices
by emailing eeick@carrollcountyohio.us
or by visiting the Commissioners' office.

Resumes and applications are due by 3:00 p.m. on
Wednesday, July 1, 2026
Submission can be made to the
Carroll County Commissioners' office
119 S. Lisbon Street, Suite 201
Carrollton, OH 44615

Carroll County is an Equal Opportunity Employer and Provider

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Carroll County Building & Grounds
Maintenance Department

MAINTENANCE TECHNICIAN 1

You must meet and abide by all county policies and procedures as listed in the handbook provided to you and you will also work in an efficient and effective manner to help maintain county property to keep it a clean and safe environment for private and public use.

Summary

Under the direction of the building & grounds superintendent you will be responsible for multiple job duties and tasks. You must possess the ability to understand verbal instructions along with understanding written communications. The ability to be self-motivated and able to work in a self -sufficient manor is required. Follow safety procedures and safely use county vehicles, tractors, equipment, ladders, lifts, chemicals, and any hand tools required. Ladder/lift use is necessary for this position for multiple tasks to be completed.

Knowledge, Skills, and Abilities Required

During the winter months you will be responsible for the removal of snow and ice using the equipment provided at various locations. Your winter work schedule may vary by weather and based as an on-call basis throughout a 24-hour period for snow removal. The hours worked will be regular working hours up to 40 and overtime will be used as flex/comp time. The use of a truck/plow, tractor/brush, and any hand tools to complete the task will be required knowledge and skills for this position. Having a construction background is not required but may be very helpful with building upkeep. Some of the necessary basic maintenance skills will be electrical, plumbing, HVAC, and also having a basic mechanical/hands-on background. There will be other tasks that may be required at times such as painting, wall repair, changing light ballasts, etc. These skills will be used throughout the year as repairs are needed and planned maintenance takes place under the supervision of the building & grounds superintendent.

The description above is a general description but not limited to having other tasks and responsibilities given by the building & grounds superintendent.

Conditions of Employment

- **Must have a high school diploma or equivalent (GED)**
- **Must pass a pre-employment criminal background check**
- **Must pass a pre-employment drug screen**
- **Must have a valid Ohio driver's license/be insurable**
- **Basic mechanical background**
- **Knowledge using equipment and hand tools**

Key Note: Please feel free to come forward with any ideas that you may have to help perform these tasks more efficiently and effectively. Keep in mind "**Always work smarter not harder**"

I _____ have read and understand the contents of this maintenance technician 1 job acknowledgement on this _____ day of _____, 2024

Edward T Eick

Building & Grounds Superintendent

CARROLL COUNTY
APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the supervisor of the department at which you are applying. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

POSITION			
Position Applied For		Date of Application	
How did you hear about the position?		Date available for work	
What is your desired salary range or rate of pay?			
Type of employment desired	Full Time ☐	Part Time ☐	Seasonal ☐

APPLICANT INFORMATION					
Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail			
Best time to contact you?					
Have you ever submitted an application to Carroll County?	YES ☐	NO ☐	If yes, when?		
Have you ever been employed by Carroll County?	YES ☐	NO ☐	If yes, when?		
Are you legally eligible for employment in the United States?				YES ☐	NO ☐
If you are under 18, can you furnish a work permit?				YES ☐	NO ☐
Do you have a valid driver's license?	YES ☐	NO ☐	State/Number:		
Are you able to meet all of the attendance requirements of this position?				YES ☐	NO ☐
Are you able to work overtime if necessary?				YES ☐	NO ☐
Will you travel if the position requires it?				YES ☐	NO ☐
Do you have any friends or relatives currently employed by Carroll County?	YES ☐	NO ☐	If yes, who?		

EDUCATION								
High School				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
College				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
Other				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Company				Phone			
Address				Supervisor			
Job Title		Ending Salary		$	May we contact?	YES ☐	NO ☐
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title		Ending Salary		$	May we contact?	YES ☐	NO ☐
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title		Ending Salary		$	May we contact?	YES ☐	NO ☐
Responsibilities							
From		To		Reason for Leaving			
Please explain any gaps in employment							
Have you ever been fired or asked to resign from a job?		YES ☐	NO ☐	If yes, explain on separate sheet			

PROFESSIONAL OR TRADE ORGANIZATIONS

Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization		Office(s) Held	
Organization		Office(s) Held	

REFERENCES

Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	

DISCLAIMER AND SIGNATURE

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an "*at will*" nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature		Date	