



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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12611 Ravenwood Drive • Suite #350 • Chardon, Ohio 44024

## ***JOB OPPORTUNITY #1013*** ***Post from Friday, January 20, 2023 until filled***

**Position:** Maintenance Coordinator  
**Department:** Department on Aging  
**Compensation:** \$20.86/Hr. Excellent Benefits Package

**Definition:** Under general supervision in accordance with the Agency Organization Chart, oversees and performs proper operation of building, equipment and general grounds maintenance; Ensures compliance with all applicable codes, safety standards and procedures; Trains, supervises and schedules maintenance/housekeeping; Coordinates large scale activities with county maintenance; Works on matters requiring confidentiality and discretion; Assist others as directed; Performs related duties as required.

### *Typical Examples of Duties & Percentage of Time:*

- 50-60% Oversees and performs operation and maintenance, alteration and repair of buildings and equipment to ensure that equipment and systems are operating under normal specifications and/or guidelines; Monitors the status of, and maintains and repairs, equipment and systems to include, plumbing, electrical, HVAC and other systems; Installs lights, ballasts and water lines; Installs and repairs electrical systems; Oversees and maintains boilers; Performs routine and non-routine general building maintenance including painting walls and other surfaces, completing minor carpentry repair; Performs routine and non-routine general grounds maintenance, parking lots and sidewalks, and removal of snow and ice; Develops and maintains courteous and professional relationships with clients, organizations/agencies and affiliations, supervisors, co-workers and volunteers; Exhibits appropriate behavior through language, positive attitude, dress code and hygiene.
- 20--30% Consults with County Maintenance and vendors on warranties, service agreements and repair contracts; Develops and maintains a list of available resources for technical support; Develops a schedule for routine preventative maintenance and general repair and replacement; Trains, supervises and schedules maintenance/housekeeping staff; Determines staffing needs and prepares staff/contractors schedules according to facility needs; Prepares a variety of documents and reports
- 10-20% Coordinates with Agency personnel on special projects and assignments; Assists with the set up and tear down of senior center programs, moves furniture and office equipment; Maintains accurate records on materials and supplies used on each job and completes all required documentation on clients; Prepares cost and labor estimates for projects; Maintains job records of work performed by outside contractors; Maintains tool control and inventory of maintenance supplies and equipment; Oversees DME program; Secures buildings by locking/unlocking doors Performs other related duties as required; Performs in-home chore services for senior citizens, including but not limited to home safety assessments, ADA adaptations, minor plumbing and electrical repairs; Attends meetings.

*Knowledge, Skills and Abilities:*

Knowledge of (1) a variety of building maintenance methods, practices and techniques, tools, materials and equipment used in work; (2) departmental rules and regulations; (3) rules and regulations related to client rights (4) departmental safety and PERRP (OSHA) policies and procedures; (5) technology applications

Skill in (6) electrical, plumbing, carpentry, painting, plastering, heating; operation of lawn mowers, snow removal equipment and related tools and equipment; (7) utilizing tools and equipment relating to building maintenance; (8) the use of modern computer software programs including Microsoft Office and internet

Ability to (9) deal effectively with the general public, clients, supervisors, co-workers and volunteers; (10) Resolve complaints (11) analyze, evaluate and equipment systems issues and malfunctions; (12) follow and issue verbal and written instructions; (13) perform manual labor tasks; (14) maintain preventive maintenance records; (15) complete safety training as required by federal, state and local standards; (16) perform addition, subtraction, multiplication and division and to calculate fractions, decimals and percentages; (17) prepare meaningful, concise and accurate reports (18) interpret and ensure compliance with applicable regulations, policies and rules.

*Suggested Training and Experience Requirements:*

Associate's degree (or an equivalent technical diploma/certification) in electrical or building technology or a related field with two years of related experience in general building maintenance, methods and equipment for care of grounds, repair techniques and the use of associated hand and/or power tools and equipment; Or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

May work flexible schedule based on needs of agency.

Must possess valid Ohio driver's license and maintain acceptable driving record.

Must be certified in First Aid and CPR, issued by an authorized agency.

Must be capable of providing First Aid and CPR

Must pass criminal background checks and public database checks and remain qualified annually.

Must maintain all Licenses and Certifications applicable to position as well as those acquired during the course of employment

Requires moderate physical activity on a daily basis.

Require mobility to stand, stoop, reach, twist and bend.

Require mobility of arms to reach above shoulder level and dexterity of hands to grasp and manipulate small objects.

Perform work, which involves lifting, pushing and/or pulling of objects, which may approximate 80 pounds.

Require vision (which may be corrected) to read small print

Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials or tasks.

Must pass criminal background checks and public database checks and remain qualified annually.

Required to drive a County vehicle for County business

Required to Drive on a regular basis

May drive personal vehicle for county business.

Is subject to varied environmental conditions including outdoor, office and residential settings as well as local driving conditions.

Submit a resume and *Application for Employment* to the Geauga County Commissioners,  
Attn: HR Administrator #1013, 12611 Ravenwood Drive, Suite #350, Chardon, OH 44024. Details at  
<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>