



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

12611 Ravenwood Drive Suite #350 Chardon, OH 44024

JOB OPPORTUNITY #1904

To be posted Friday, January 20, 2023 until filled

Position: **Maintenance Workers (3)**
Location: Maintenance Department
Hours: 7:00 a.m. - 3:30 p.m., Monday through Friday, may vary during seasons
Excellent, Affordable Benefits Package

Definition: Under general supervision performs a variety of buildings and grounds maintenance repair functions; Assists others as directed; Performs other related functions as required.

Qualifications: High school diploma or equivalent with vocational/technical training in building maintenance or a related field with 3 years of related experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job.

Duties/Responsibilities/Abilities:

Performs routine maintenance on buildings and related equipment and systems; Repairs or replaces faulty plumbing and electrical fixtures; Troubleshoots heating/cooling problems; Inspects fire suppression systems and alarms; Inspects and maintains emergency exit lighting; Repairs roof leaks; Repairs damage to walls and ceilings; Paints interior and exterior surfaces; Installs suspended ceiling systems and carpet or tiles and sub-flooring; Assembles and moves furniture, etc.

Maintains facility grounds; Performs routine and non-routine work on grounds, parking lots and walkways; Removes snow and ice, mows lawn, landscapes, plants, weeds, trims bushes and trees; Repairs lots and walkways, etc. May perform custodial duties as required.

Operates various types of motor vehicles and ground maintenance equipment; Makes minor adjustments and repairs; Follows preventative maintenance schedules.

Knowledge of methods, practices and techniques of grounds maintenance; a variety of building and grounds maintenance methods; practices and techniques, tools, materials and equipment used in work; departmental safety and PERRP policies and procedures.

Skill in use of small tools and equipment and operation of lawn mowers, snow removal equipment, related tools and equipment.

Ability to follow verbal and written instructions; perform manual labor tasks; read and write common vocabulary; perform addition, subtraction, multiplication and division; maintain preventative maintenance

records; lift and carry up to 80 pounds; complete safety training as required by federal, state and local standards; operate communications equipment (i.e. radios, pagers, etc.)

Additional Requirements:

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

Must possess valid Ohio driver's license, or equivalent, and an acceptable driving record.

Requires regular and sustained performance of physically demanding work, typically involving some combination of climbing and balancing, prolonged standing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing or pulling of moderately heavy objects and materials.

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, tasks or people.

Is subject to inside and outside environmental conditions.

Submit a resume and *Application for Employment* to the Geauga County Commissioners,
Attn: HR Administrator #1904, 12611 Ravenwood Drive, Suite #350, Chardon, OH Details at
<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>