



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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12611 Ravenwood Drive Suite #350 Chardon, OH 44024

## *JOB OPPORTUNITY #1905*

Posted from Friday, January 20, 2023 until filled

*Position:* **Senior Trades Mechanic (2)**  
*Department:* Maintenance Department  
*Job Code:* 1905  
*Pay Grade:* 7  
Excellent Benefits Package

### *Definition:*

Under direction performs maintenance and repair functions on equipment, vehicles, buildings and facilities; Leads the work of lower-level trades personnel; Performs other related functions as required.

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

- 40% - 50% Maintains and repairs plumbing, electrical, HVAC and other systems; Installs new systems, lights, ballasts and water lines; Repairs electrical lines; Repairs phones and phone lines; Installs electrical systems; Operates and maintains boilers; Lubricates pumps, air handlers, air compressors, etc.
- 20% - 30% Checks and maintains building equipment and systems; Checks and maintains generators; Checks for hazards in and around buildings; Tests and maintains exit and emergency lights.
- 20% - 30% Performs building and maintenance functions including carpentry, painting, woodwork and concrete work, etc.; Performs routine grounds maintenance functions; Removes snow and ice from lots and walkways, etc.; Manually lowers elevator car during power outages. Re-keys lock cylinders and changes combinations; Maintains tower clock and changes musical tape.
- 10% - 20% Leads the work of lower-level trades workers; Assists in training; Advises on technical aspects of operation and repair projects; Reviews work performed.
- 10% - 20% Operates various types of vehicles and equipment; Makes minor adjustments and repairs; Follows preventative maintenance schedules; Performs other related functions as required.

### *Knowledge, Skills and Abilities:*

Knowledge of (1) procedures, techniques, tools, materials and equipment used in the plumbing, electrical, heating/air conditioning, carpentry and masonry trades; (2) building and grounds maintenance procedures; (3) departmental safety and OSHA policies and procedures.

Skill in (4) the use of tools, equipment, power woodworking tools, and machinery of various skilled trades; (5) utilizing tools and equipment relating to building maintenance.

Ability to (6) follow verbal and written instructions (7) perform manual labor tasks; (8) read and write common vocabulary, (9) perform a variety of skilled and semi-skilled tasks in all trades; (10) complete safety training as required by federal, state and local standards; (11) lift and carry up to 80 pounds, (12) perform addition, subtraction, multiplication and division and to calculate decimals and percentages; (13) maintain preventative maintenance records; (14) operate communications equipment (i.e. radios, pagers, etc.)

*Suggested Training and Experience Requirements:*

High school diploma or equivalent with vocational/technical training in plumbing, HVAC or electrical trades with 7 years of related experience; 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.

Must possess valid State of Ohio driver's license and maintain acceptable 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 #1905, 12611 Ravenwood Drive, Suite #350, Chardon, OH Details at  
<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>