



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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

JOB OPPORTUNITY #1924

Post from Friday, June 2, 2023 until filled

Position: Contract Coordinator
Department: Maintenance
Pay Grade: 11E
Compensation: \$23.32/hr.

Definition: Under general supervision plans, schedules and coordinates maintenance service and project contracts. Performs a variety of clerical functions in support of departmental operations; Provides office support as assigned internally and to other departments as needed; Performs related duties as required.

Typical Examples of Duties & Percentage of Time:

- 30-40% Plans, oversees and directs remodeling and expansion projects on all county properties in compliance with all applicable codes and safety standards; Develops bid specifications; Conducts progress inspections; Manages work performed by outside contractors; Recommends changes.
- 25-35% Manages, coordinates, controls and evaluates contracts for the facilities and grounds, including all internal and external operations of the department; Oversees work sites; Identify trends and problem areas; Develop and implements solutions.
- 10-20% Sets work standards; Directs and evaluates the work of contractors of projects and Maintenance service contracts; Evaluates performance and recommends outcomes.
- 10-20% Directs budgeting and financial planning of capital projects; Develops, prepares and manages annual operational and capital improvement budgets; Monitors and approves expenditures.
- 10-20% Assures compliance with federal, state and local regulations to ensure safety of staff and public;

Knowledge, Skills and Abilities:

Knowledge of (1) modern office practices and procedures, (2) departmental rules and regulations*; (3) building construction and terminology

Skill in (4) basic computer operation; (5) the use of modern computer software programs;

Ability to (6) read blueprints and maps; (7) deal effectively with the general public and co-workers, (8) read and write common vocabulary; (9) understand and follow verbal and written instructions; (10) communicate effectively with others, (11) calculate fractions, decimals and percentages and to perform basic math functions accurately; (12) detect errors and determine corrective procedures; (13) maintain a variety of records

* Developed after employment

Suggested Training and Experience Requirements:

High school diploma or equivalent with vocational/technical training in business or related field with five 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.

May drive personal vehicle for county business.

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

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

Lower body mobility may not be required.

Perform work which is primarily sedentary.

Is subject to inside environmental conditions.

Submit resume and job application to the Geauga County Commissioners, Attn: Human Resources Administrator#1924 at 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024. Details and Application at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>