



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

470 Center Street, Building 4 • 12611 Ravenwood Drive, Suite #350 • Chardon, Ohio 44024

JOB OPPORTUNITY #1032

Posted from Friday, April 5, 2024 until filled

Position: Chore and Home Safety Program Coordinator
Department: Department on Aging
Compensation: \$22.56/Hr.
Pay Grade: 10

Definition: Under general direction – assists seniors with safety repairs of their homes, as well as Adaptations in accordance with the chore and Home Safety Program criteria; Supervises and instructs home safety contractors, professional workers and volunteers; Works within assigned budget and tracks expenditures/donations; Documents clients’ services; Ensures compliance with all applicable codes, safety standards and procedures; Performs related duties as required.

Typical Examples of Duties & Percentage of Time

- 40 – 45% Daily supervision of contractors, professional workers and volunteers; Provides instruction and training; Plans, coordinates, assigns and reviews work activities; Ensures compliance with all applicable codes, safety standards and procedures; Assists with the direction of safety training as required by Federal, State and local standards and enforces departmental safety policies and procedures; Resolves issues or problems; Develops and maintains professional relationships with the public; clients and agencies either in person or over the telephone; Provides information regarding departmental activities Responds to issues and concerns from seniors and contractors; Maintains work standards;
- 40 – 45% Oversees and performs chore and home safety program services for senior citizens to meet health, safety, fire prevention an/or ADA adaptations; including but not limited to security, handicap accessibility, plumbing, electrical, HVAC and other systems; Coordinates with government entities, local agencies and businesses to arrange chore and home safety events for seniors. ; Coordinates with appropriate Agency personnel to address client needs or safety concerns; Provides directions to volunteers and other workers; Assists others as directed
- 10 – 20% Interviews and recommends contractors; Coordinates, inspects, and evaluates the work of contractors providing home safety program services such as plumbing, heating/cooling, electrical work, etc.; Maintains records and prepares reports of work performed by outside contractors; Reviews invoices from contractors and submits invoices for payment, Manages budget.
- 10 – 20 % Prepares and maintains a variety of records; Develops a schedule of chore and home safety program services; Maintains accurate records on materials and supplies used on each job; Completes all required documentation on clients; Maintains tool control and inventory of Maintenance supplies and equipment; Performs other related duties as required.

Knowledge, Skills and Abilities:

Knowledge of (1) supervisory and management techniques; (2) a variety of building maintenance methods, safety practices and techniques, tools, materials and equipment used in work; (3) PERRP (OSHA) policies and procedures; (4) ADA guidelines, (5) technology applications

Skill in (6) electrical, plumbing, carpentry, masonry, painting, plastering, refrigeration and heating; (7) Utilizing tools and equipment relating to building maintenance (8) the use of modern computer software programs.

Ability to (9) analyze, evaluate and correct technology and equipment systems issues and malfunctions; (10) follow and issue verbal and written instructions; (11) perform manual labor tasks; (12) maintain records; (13) complete safety training as required by federal state and local standards; (14) perform addition, subtraction, multiplication and division and to calculate fractions, decimals, and percentages; (15) prepare meaningful, concise, and accurate reports.

Suggested Training and Experience Requirements:

Associates degree (or an equivalent technical diploma/certification in electrical or building technology or a related field with five years of related experience; Or any combination of education and experience that provides the requisite knowledge, skill and abilities for this job.

Additional requirements:

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

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 pass criminal background checks and remain qualified.

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.

Is subject to inside and outside environmental conditions.

Required to drive on a regular basis

May drive personal vehicle for county business.

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

Is subjected varied client behaviors and diagnoses

Please submit Application and resume to Geauga County Commissioners, 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024 Attn: HR Administrator#1032 OR bocjobs@Gauga.oh.gov.
Details & Application at: <https://boc.gauga.oh.gov/public-notifications/job-opportunities>