

JOB OPENING NOTICE

POSITION:	Maintenance Worker – 17-3463
DEPARTMENT	Building Services
LOCATION	Whipple-Dale Centre
DUTIES	<p>Job Title: Maintenance Worker</p> <p>Reports To: Building & Grounds Manager</p> <p>Summary Performs preventative maintenance preventative & repair services.</p> <p>Essential Duties and Responsibilities include the following:</p> <p>Follows through to completion all assigned work orders for maintenance and handyman repair services. Performs routine general building maintenance to include painting, drywall, and minor electrical/plumbing repairs. Performs routine preventative maintenance service on Board own heating/cooling systems and workshop production machinery.</p> <p>Assembles and installs program equipment as required.</p> <p>Assists adult services production coordinator in constructing jigs and fixtures for various contracts.</p> <p>Develops written plans and proposals for minor construction and remodeling projects as required. Follows Board policies and procedures for obtaining bids and prices for materials, parts and supplies essential to maintain Board properties and equipment.</p> <p>Clears snow from parking lots, doorways, and walkways as needed. Mows, trims, and mulches as needed.</p> <p>Other Duties As Assigned The Essential Duties and Responsibilities above represent the most significant duties of this position, but does not exclude other occasional work assignments that would be within the qualifications and responsibility levels of the position.</p> <p>Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations</p>

may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
 Must have broad, hands-on paid job experience in general maintenance field to include plumbing, carpentry, electrical machinery, and HVAC preventive maintenance.
 Must have minimum five (5) years related experience with proven work and attendance record.

Language Skills Ability to read and comprehend instructions, correspondences, and memos. Ability to write basic correspondence. Ability to effectively present information in one-on-one and small group situations to patrons, constituents, and employees of the organization.

Mathematical Skills Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills Basic PC computer skills in generation of forms and documents

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Lifting up to 100# may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 Must have physical stamina sufficient to perform snow removal duties, do heavy lifting, work on roofs, etc.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts on office equipment. The noise level in the work environment is usually quiet.

Other Skills
 Must have reading skills to work from written repair orders, manuals and specifications.
 Must have writing skills sufficient to prepare weekly reports to supervisor.

QUALIFICATIONS

Education and/or Experience
 Must have broad, hands-on paid job experience in general maintenance field to include plumbing, carpentry, electrical machinery, and HVAC preventive maintenance.
 Must have minimum five (5) years related experience

	Current Ohio driver's license in good standing.
MINIMUM RATE OF PAY	\$15.79/hr.
HOURS	7:00 am to 3:30 pm
BENEFITS	Public Employee Retirement System, sick time, personal days, vacation, life insurance, and paid holidays
PROPOSED STARTING DATE	May, 2017
APPLY TO	<p>Persons currently employed by the Board must apply in writing. Other interested persons should submit an application or resume to:</p> <p>Human Resources Department Stark County Board of Developmental Disabilities 2950 Whipple Ave NW Canton, OH 44708</p> <p>EEO/MFH/ADA</p> <p>Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact Human Resources at (330) 479-3914</p>

Closing Date	May 1, 2017
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