

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION

Position Title: **Maintenance Assistant**

Department: Administration

Location: 499 North State Street, New Lexington, OH 43764

Supervisor: Maintenance Supervisor

Normal Working Hours: Full-time, Monday – Friday, 40 hours per week. May be required to flex schedule as or work after hours, as assigned by supervisor.

FLSA Status: Non-exempt, Overtime Eligible

Classification: Classified Civil Service, Class Series Level 1

Salary Range: Range 3

Safety-sensitive: Yes

SUMMARY

Under the direction and guidance of the Maintenance Supervisor, the Maintenance Assistant performs semi-skilled work for and with the Maintenance Supervisor on a part-time basis to maintain, repair, and routinely check building components, systems, equipment, and other ancillary areas, including building cleaning duties, for the Perry County Board of Developmental Disabilities (PCBDD).

MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE

- High School Diploma or GED
- Current, valid driver’s license, own transportation with proof of insurability and acceptable driving record
- Commitment to observe and uphold safety procedures
- Experience and knowledge of Occupational Health and Safety Administration (OHSA) standards, preferred. May require OHSA certification (general, forklift, etc.)
- May be required to participate on the PCBDD Safety Committee

KNOWLEDGE / SKILLS / ABILITIES

Knowledge of:

- General custodial service, building maintenance, carpentry, plumbing, heating and cooling, and electrical work
- Basic general maintenance routine, and general repair

Skills in:

- Plumbing, electrical, carpentry, and general maintenance

Abilities to:

- Occasionally lift and carry heavy items up to 50 lbs. (may be aided)
- Occasionally operate and work at heights
- Occasionally access and work effectively in confined spaces
- Follow directions

- Demonstrate working with a variety of hand tools and power tools, including name, proper usage, and care
- Multi-task and prioritize, as needed
- Work independently under general supervision
- Maintain good working relations with outside contractors
- Follow all safety rules and precautions while operating equipment and vehicles, and when necessary, through the utilization of protective equipment and decontamination techniques.
- Report any equipment malfunction and/or maintenance needs to the supervisor.

PROBATIONARY PERIOD

300 days

WORKING CONDITIONS

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – Expected to work as scheduled. Work in certain areas/environments or at certain times of the year may be hot, cold, wet, slippery, and/or noisy.

Work Pace – Adjust to the demands of the work being performed. Work pace may alternate frequently depending on the nature of the work performed.

Physical Demands/Requirements – Must be able to sit, stand, walk, climb stairs and ladders, bend, lift, twist, kneel, crouch, crawl, stretch, reach, stoop, push, pull loads, and carry loads, potentially heavy (up to 50 lbs. – may be aided) at times. These physical requirements are representative of those that must be met to successfully perform the essential functions and key responsibilities of this position. Must be physically capable to lift, carry, and move equipment and supplies in a safe manner, according to in-service training.

POSITIONS SUPERVISED

None

ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS

75% ROUTINE MAINTENANCE

Perform routine tasks according to pre-determined daily, weekly and monthly schedules and as directed by supervisor.

Coordinate or assist with grounds keeping duties to maintain lawns, parking lots, sidewalks, and exterior areas of all buildings assuring those areas are kept clear of debris and safe for staff and persons served. These duties may include but are not limited to: mowing, trimming, landscaping, cleaning, and snow and ice removal in all areas that are not contracted out.

Interior building maintenance including, but not limited to: ensure all building lights are functioning, assists in basic electrical repairs, installing/ replacing light bulbs, painting, plumbing, basic carpentry and heating and cooling maintenance and repair. Complete routine repairs and maintenance of buildings and equipment, including burnishing and waxing floors. Complete repairs as requested on work orders and/or at the direction of the Maintenance Supervisor.

Assist in the installment, repair, and general maintenance of equipment.

Assist in coordinating and conducting monthly fire drills at all buildings with fire department. Assist with conducting monthly checks of fire extinguishers at all buildings. Assist with conducting quarterly safety walk-throughs at all buildings. Assist in monitoring, maintaining and reporting of drills and routine checks.

Assist with maintenance, repair, and cleaning of vehicles at the direction of the Maintenance Supervisor. Operate equipment including, but not limited to, mowers, trimmers, box trucks, pickup trucks with trailers, tow motors and bobcats. Assist with maintenance of the shop/garage.

20% CUSTODIAL DUTIES

Maintain the cleanliness and sanitation of Board facilities by cleaning office areas, restrooms, hallways, entryways, exits, etc. Perform routine duties including, but are not limited to: cleaning windows, dusting, sanitizing restrooms, kitchen area, and workspaces. Ensure all custodial duties are completed for the interior and exterior of the Board facilities, maintaining a safe environment.

5% MISCELLANEOUS DUTIES

Maintenance Assistant is expected to:

- Complete required documentation.
- Pick up supplies, equipment, etc. from local vendors using employer provided vehicle.
- Participate in in-service and training sessions.
- Perform other maintenance and custodial duties as needed or directed by supervisor.

DECLARATION

As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

Signature

Date