



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING – *Internal and External Posting*

POSITION:

MAINTENANCE ASSISTANT – FULL-TIME

The Maintenance Assistant performs semi-skilled work 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).

SUPERVISOR:

MAINTENANCE SUPERVISOR

REQUIREMENTS/QUALIFICATIONS:

- 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

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of general custodial service, building maintenance, carpentry, plumbing, heating and cooling, and electrical work, plumbing, carpentry, and general maintenance
- Occasionally lift and carry heavy items up to 50 lbs. (may be aided), and work at heights
- Demonstrate working with a variety of hand tools and power tools
- Multi-task and prioritize, as needed with the ability to work independently

SALARY:

- Position is Classified, Civil Service, Non-exempt, Overtime Eligible
- Salary Range 3 is \$9.54 – \$15.44/hr.; Experience and education considered for range placement

LOCATION:

Administrative Office / Garage
499 North State Street, New Lexington, OH 43764
Must be able to travel throughout Perry County

SCHEDULE:

Routinely scheduled Monday-Friday. May be required to flex schedule or work after hours.

APPLICATION PROCESS: Visit www.perrydd.org or call 740-342-3542 to access the *Employment Application* form. Forward applications/resumes to Jessica Stroup, Human Resources Manager: 499 North State Street, New Lexington, OH 43764. Information can also be emailed: j.stroup@perrydd.org or faxed: 740-342-1081.

Interviews will be scheduled only for those candidates who best meet the above requirements.

POSTING EFFECTIVE DATE: September 13, 2017

POSTING REMOVAL DATE: September 22, 2017

Administrative Office
499 N. State St.
New Lexington, OH
43764
(P) 740-342-3542
(F) 740-342-1081

PerCo, Inc.
2235 St. Rt. 13 NE
New Lexington, OH
43764
(P) 740-342-5156
(F) 740-342-3255

Service Coordination
445 W. Broadway St.
Suite C
New Lexington, OH
43764
(P) 740-342-0416
(F) 740-342-5568

Help Me Grow
128 S. Main St.
New Lexington, OH
43764
(P) 740-342-7722
(F) 740-342-0418

Activity Center
5720 St. Rt. 345 NE
New Lexington, OH
43764
(P) 740-342-3905
(F) 740-342-3905