

**GEAUGA COUNTY JOB & FAMILY SERVICES**  
**JOB POSTING**

**Job Title:** Maintenance Repair Worker  
**Compensation:** \$10.38 per hour  
**Applications Accepted:** Until filled  
**Job Type:** Full-Time  
**Posted:** October 21, 2013

**Job Description:**

**MAINTENANCE REPAIR WORKER**

Description:

General maintenance of the building. Performs a variety of routine maintenance tasks. Follows preventative maintenance schedule; polices building for litter; changes light bulbs & replaces switches & fixtures; patches walls; assists with plumbing & carpentry repairs. Painting. Identifies & reports needed repairs.

Performs a variety of custodial office tasks as scheduled or as needed. Maintains the cleanliness of the interior of the offices & common areas including sweeping & vacuuming floors, mopping & dust mopping, stripping & buffing & waxing floors, cleaning & shampooing carpets, remove & emptying trash and recycling bins, cleaning restrooms & ensuring availability of supplies, cleaning & sanitizing kitchens, washes dishes, washing walls, doors & counters, washing windows & sills, dusting furniture, cleaning baseboards, cleaning light fixtures, etc. Checks in supply deliveries & stocks supply closets. Arranges rooms for meetings, sets up, pick-up & clean-up for meetings.

Maintains clean walkways & parking lot. Removes snow & ice from walkways & parking lot. Polices the grounds for litter and maintains the outside premises in an orderly condition. Fueling & cleaning cars.

Assembles, moves and relocates furnishings. Pick-up & deliver furniture & appliances.

Reports evidence of fire, illegal entry & theft of agency property to Maintenance Repair Supervisor. Secures building by locking/unlocking doors. Assists others as directed. Performs general clerical duties when necessary. Must have regular & punctual attendance. Must have a valid drivers license.

**MINIMUM QUALIFICATIONS**

One year of experience in performing general maintenance tasks (e.g., basic & semi-skilled electrical, plumbing, carpentry, heating and cooling, and masonry repair and use of associated hand and power tools). Also requires formal education in arithmetic that includes addition and subtraction and read and writing common English vocabulary.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

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**JOB POSTING continued**

**Unusual Working Conditions/Hazards**

The position requires some responsibility for the safety of others. The incumbent comes in contact with potentially dangerous tools and equipment and must be careful not to injure anyone. Additionally, the position involves risks and discomforts that require special safety precautions. The employee uses power tools, climbs ladders, is exposed to electricity, and runs the risk of serious injury. Proper safety gear, such as gloves and boots, must be worn in certain situations.

**Other Requirements:**

Possess a valid Ohio driver's license  
Driver's license check  
BCI/FBI background check  
Pre-employment drug test

**Benefits:**

The Geauga County Job & Family Services offers excellent benefits including paid vacation, sick leave, personal days, and life insurance. Medical, dental, vision exam and prescription coverage also available.

**Send Resume To:**

Gauga County Job & Family Services  
PO Box 309  
12480 Ravenwood Drive  
Chardon, Ohio 44024  
Attn: Maintenance Repair Worker  
E-Mail: [jobs@geaugajfs.org](mailto:jobs@geaugajfs.org)  
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