

**CITY OF NORTH OLMSTED
MAINTENANCE**

The City of North Olmsted Senior Center is seeking a Full Time Maintenance position. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Under general direction, performs daily janitorial and general maintenance activities, related to the Senior Center and Community Cabin. Work is usually performed under the supervision of the Senior Center Administrator.

QUALIFICATIONS: An example of acceptable qualifications:

High school or GED; or equivalent combination of education, training, and experience necessary to perform essential functions of position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio Driver's License and the ability to maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, snow removal equipment, hand tools, power tools, buffers, booster, broom, sweeper, mop, maintenance equipment/tools, shovel, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: May be exposed to potentially dangerous situations; is frequently exposed to hot, cold, wet, humid and windy weather conditions; is occasionally exposed to hazardous driving conditions; is occasionally exposed to shaking objects or surfaces; is exposed to dust and dirt; is exposed to bleach and other cleaning chemicals; may occasionally encounter hostility from the general public; occasionally to frequently lifts

objects in excess of 50 pounds; physical demands include but are not limited to: frequent standing, sitting, bending, stooping, or stretching; may carry objects in excess of 50 pounds; occasionally pushes/pulls objects 100 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium to heavy work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES**

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Cleans and maintains Senior Center and Community Cabin facilities, dining areas, rest rooms and/or offices (e.g., dusts, mops, sweeps, buffs and waxes floors; scrubs sinks, toilets, countertops, walls, floors, and ceilings; dusts and cleans furniture and equipment; empties trash; washes windows; polishes mirrors and glass; vacuums and shampoos carpet; replenishes soap, paper towels, and toilet paper; etc.).
2. Performs miscellaneous related duties (e.g., painting, removes snow and/or ice from sidewalk; removes litter from grounds replaces light bulbs; moves furniture and equipment as needed; orders and/or stocks supplies; secures doors and/or windows; moves furniture; sorts and/or washes linens; etc.).
3. Locks and unlocks the North Olmsted Community Cabin & Senior Center Doors as directed; sets up tables and chairs according to daily activities as directed; etc.
4. Assists with cleaning of kitchen area; assists with setup for hot lunch and programing activities; washes dishes and utensils as required; etc.
5. Assists maintenance staff in other departments as required.
6. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City goals and objectives;* City policies and procedures;* safety practices and procedures; telephone operations; cleaning practices and procedures; maintenance and repair.

Skill in: operating cleaning equipment (e.g. buffers, boosters, etc.); use of bench and/or hand tools.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within a familiar context; recognize unusual or threatening conditions and take appropriate action; complete routine forms; communicate effectively; understand written and/or verbal communications; develop and maintain effective working relationships; perform manual labor in adverse conditions; travel to and gain access to work sites; carry, push, pull, and/or lift up to 100 pounds.

Starting Salary Range

\$9.30 per hour - \$22.41 per hour