

**CITY OF NORTH OLMSTED  
MAINTENANCE**

The City of North Olmsted Recreation 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](mailto:vanschoork@north-olmsted.com)  
EOE**

**CITY OF NORTH OLMSTED  
JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Under general direction, performs manual labor and semiskilled work in a variety of construction, janitorial and general maintenance activities, including operation of equipment involved in construction, maintenance, and park and recreations facilities. Employees operate power equipment and assist in the performance of semiskilled tasks. Work is usually performed under the supervision of the Recreation Commissioner or the Assistant Recreation Commissioner or the Lead Building Maintenance or the Director of Recreation & Public Engagement.

**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. One (1) year of supervisory experience preferred.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid State of Ohio Driver's License; 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:**

Heavy equipment, trucks, Zamboni; pool cleaning equipment; hand/bench tools; snow plow, snow blower; shovel, etc.

## **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee is exposed to, must negotiate, or work with or in the vicinity of: hazardous driving conditions (e.g., snow, sleet, ice, etc.); noisy operations or activities; moving trucks and vehicles; has exposure to dust and fumes; hazardous chemicals (i.e., anti-freeze, pipe cleaner fluid, pesticides, herbicides, etc.); compressed gases; flammable combustible liquids; broken glass and sharp objects; adverse weather conditions; chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); demanding, emotionally distraught, or potentially violent individuals; frequently lifts objects in excess of 50 pounds; physical demands include but are not limited to: frequent standing, sitting, bending, stooping, or stretching; frequently carries 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 heavy work.

## **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

### **JOB DUTIES**

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

1. Performs minor routine building and repair tasks (e.g., paints walls and ceilings; installs and repairs locks; cleans drains; installs or repairs light fixtures; changes oil and filters on equipment, etc.); moves furniture fixtures, equipment and materials; performs minor carpentry tasks; operates pick-up truck to deliver equipment, pick up parts, etc.; accepts delivery of materials and assists in off-loading trucks; etc.
2. Maintains cleanliness of interior of recreation buildings (e.g., sweeps hallways, mops floors, cleans bathrooms and locker rooms; etc.).
3. Assists with maintenance of ice rink and related equipment (e.g., operates Zamboni ice resurfacing machine; maintains and repairs rink chiller system; fixes ice hockey fixtures; etc.).
4. Assists with maintenance of pools (e.g., maintains, operates, and repairs chemical and filtration system; takes chlorine and chemical readings; adjusts chlorine and chemical levels; maintains pool equipment; maintains pool heating equipment; sweeps and scrubs pool decks and makes minor repairs; vacuums and cleans pools; maintains accurate records of all work performed and readings taken; etc.).
5. Drives dump truck to salt road and plow snow; operates backhoe and other equipment necessary to control snow (e.g., snow blower or shovel to remove snow from recreation center parking lot; shovels recreation center sidewalks; may assist with shoveling of city streets and sidewalks; etc.).

6. Maintains and operates equipment involved in park ground and facility operations (e.g., lawn mowers, tractors, trucks, welder, Zamboni, compressor, etc.).
7. Maintains required licensures and certification.
8. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
9. 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; ice rink chiller systems; Zamboni machine; natatorium chemical and filtration systems; pool heating systems; pool cleaning, general maintenance and repair; ice rink resurfacing techniques.

**Skill in:** motor vehicle operation; Zamboni operation; use of bench and/or hand tools.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; travel to and gain access to work site; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; operate heavy equipment; visually inspect vehicles and other hazards while operating equipment.

**POSITIONS DIRECTLY SUPERVISED:**

PT Help

**Starting Salary Range**

\$23.23 per hour