

**DEVELOPMENTAL DISABILITIES OF CLARK COUNTY**  
2527 KENTON STREET, SPRINGFIELD, OHIO 45505

EXTERNAL NOTICE OF POSITION AVAILABILITY

**MAINTENANCE WORKER 2 PT-**

LOCATION: Adult Services and FF Mueller Residential Center  
11:30 am - 5:30 pm; 30 hours/week; Monday - Friday

**TO BE POSTED: JANUARY 29, 2010 thru FEBRUARY 11, 2010**

**PRE-EMPLOYMENT REQUIREMENTS:**

High School Diploma Or Equivalent  
Valid Driver's License

**POST OFFER OF HIRE REQUIREMENTS:**

Negative Results Of A Two-Step Mantoux TB Test And Drug Screening  
Satisfactory Results Of Local And State Records Checks  
Satisfactory Physical Examination Including Work-Related Lifting Test After Offer-Of-Hire

**POST-EMPLOYMENT REQUIREMENTS:**

Acquire/Maintain Applicable License/Certification/Registration In Good Standing; Attend Annual Inservice Workshops; Orientation; Related Position Required Training

**RESPONSIBILITIES/JOB DUTIES:**

Under the occasional supervision of the Maintenance Supervisor, operates and maintains HVAC equipment, plumbing and electrical systems; performs snow plowing, mowing and other landscaping duties on a seasonal basis; orders and dispenses supplies and secures estimates for needed repairs and construction, including working with blueprints and overseeing performance of contracted work. Must be available for on-call or after-hour emergencies. Operates, maintains and repairs existing heating, cooling, plumbing, electrical and cleaning equipment for agency buildings, e.g., low pressure boilers, electric heaters, large air conditioners, heat pumps, plumbing system, electrical fixtures, for jobs not requiring a license or certification. Installs, operates and maintains computer control system for HVAC. Operates and maintains fire detection and suppression systems. Install, operate and maintain wireless LAN and WAN systems. Install and maintain telephone system. Uses hand/power tools, mulcher, riding/hand mowers, table/hand saws, acetylene torch, arc welder, snow blower, forklift, etc. Maintains building grounds, e.g., mows grass, rakes leaves, weeds, plants shrubbery, plows and shovels snow, removes ice from driveways, parking lots and side walks. Secures administrative building and workshop, as assigned. Performs minor tasks as requested, e.g., furniture and appliance repair; construction of items such as shelves, bulletin boards, large furniture items; moves computers; maintains and repairs adaptive equipment. Cleans areas upon completion of repairs, and as needed. Monitors usage of, re-orders and maintains inventory of requisite maintenance and repair supplies. Secures cost estimates for needed repairs and construction and makes recommendations thereon. Prepares and submits written reports, e.g., supplies used and needed, capital improvements needed, and cost thereof. Performs other related duties as required, to include but not limited to: serving on committees, transport client staff during inclement weather.

**COMPENSATION:** Starts at \$10.87/hour -\$13.04 (depending on level of degree and/or experience)

**BENEFITS:** OPERS Retirement, Liability Insurance, Workers' Compensation, EAP (Employee Assistance Program), Sick Leave, Vacation, Holidays, Life Insurance, PayProtect Plan and Deferred Compensation Plans

**DEPARTMENT:** Operations

**CONTACT:** Bob Bender, at 937-327-5240

**APPLY AT:** **Board Employees** apply at Human Resources Office, 2527 Kenton Street  
**All other Applicants** apply at WorkPlus, 1345 Lagonda Avenue, Springfield  
(You **MUST** take your original High School Diploma/GED, Valid Driver's License, Social Security Card or other second ID to WorkPlus)

Only those applicants who clearly demonstrate meeting minimum requirements of the position will be interviewed. A copy of transcripts and all required licenses, as well as three professional references, are required to be submitted with the application.

\*\*\* The Clark County Board of MR/DD is an Equal Employment Opportunity Employer. \*\*\*

It is the philosophy, intent and commitment of the Clark County MRDD to adhere to a policy of equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability or any other status protected by law.