

Lorain County Board of Developmental Disabilities

**Murray Ridge Center**

1091 Infirmary Road • Elyria, Ohio 44035

**POSITION OPENING**

**Position: LEAD MAINTENANCE TECHNICIAN**

Location: Murray Ridge Center

Qualifications: Minimum: High school diploma or GED. Must have a record of good work performance, including good performance in the areas of judgment, team effort/cooperation, quality and job knowledge.

Working knowledge and experience in plumbing, floor care, facility cleaning, electrical, carpentry, painting and equipment repair. Knowledge and understanding of HVAC systems and how they operate. Experience to include preventative maintenance, diagnosis of problems and completion of simple repairs. Ability to operate various types of maintenance equipment including floor scrubber, buffer, tractor, riding mower, snow thrower, etc. Ability to climb ladders and lift cartons and other items above head to high shelves, ceilings, etc. Able and willing to do all types of custodial duties and to drive throughout the community to other facilities and locations as needed.

Must have a valid Ohio driver's license and a fully insured, personal vehicle for agency use. Must have a good driving record. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance.

Preferred: Experience in independent responsibility for facility maintenance.

Responsibilities: Perform custodial duties, technical maintenance and repairs to buildings, equipment, machinery, plumbing, electrical circuits, appliances, and heating, ventilating and air conditioning systems.

Perform grounds maintenance. Open and secure buildings. Maintain an inventory of supplies and equipment.

As assigned, call in and assign work to intermittent employees. Make decisions in the field, organize and lead other employees on projects.

Perform electrical work that includes the installation of new circuits, breakers and sub-panels.

As assigned, process work order requests and assign priorities to requests. Monitor the HVAC reporting software for several buildings. Perform preventative maintenance, troubleshoot problems and perform basic repairs on HVAC systems. Determine scheduling for snow removal and be the conduit to other maintenance and custodial employees via directions of the Director.

Hours: Variable to meet demands of job, season of year, weather, etc. Normally 6:30 a.m. - 2:30 p.m. 5:00 a.m. on snow days to shovel walks, clear snow paths, salt driveways. Monday thru Friday. Flexible according to needs with varied times and assignments to facilities. Upon assignment, may include evenings and/or weekends.

Salary: Level 4

Probationary Period: 140 calendar days (initial); 90 calendar days (non-initial)

Contact: Human Resources Department or [hrdept@murrayridgecenter.org](mailto:hrdept@murrayridgecenter.org)