

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

MAINTENANCE TECHNICIAN PT

Location: Murray Ridge Center

QUALIFICATIONS

Minimum:

High school diploma or GED, plus formal courses in related maintenance areas or the equivalent in experience.

Proven background and technical efficiency in upkeep of buildings and grounds. Experience in floor care, general facility cleaning, electrical circuitry and appliance repair, plumbing, basic carpentry and painting. Able to climb ladders and lift cartons above head to high shelves. Willing to do all types of custodial duties. Able to operate various types of maintenance equipment, i.e., floor polisher/burnisher, tractor, snow thrower, etc. Able to drive throughout community to other facilities, hardware store, etc.

Good communication skills.

Must have a valid Ohio Driver's License and an insured personal vehicle. Must have a record of reliable work attendance. Must demonstrate satisfactory job performance.

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.

Maintain an inventory of supplies and equipment.

During normal scheduled hours, respond to requests and emergency calls, from tenants of Murray Ridge Housing Corporation (MRHC) or their support staff regarding needed service/repairs. Perform repairs to MRHC properties, as feasible.

Timely contact/dispatch contractors to remedy service/repair issues that cannot be adequately/timely addressed by the Part Time Maintenance Technician.

Obtain quotes on large, non-emergency projects, order work, and track completion of such work with the assistance of the Administrative Secretary. Work with the Administrative Secretary on tracking expenses and work orders, and budgeting for projects

Meet with contractors at MRHC homes as needed.

HOURS: Normally 12:00 p.m. - 5:00 p.m. Monday-Friday. Flexible according to needs with varied times and assignments to facilities. Upon assignment, may include evening and/or weekend assignments.

SALARY: Level 3

PROBATION: 140 calendar days (initial)

CONTACT: Human Resources Department or hrdept@murrayridgecenter.org