

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Title:	Facility Worker
Reports To:	Facility Manager
Employment Status:	As Determined by the Facility Manager
Days:	As Determined by the Facility Manager
MOESC Salary Schedule:	Maintenance / Custodian
FLSA:	Non-Exempt

QUALIFICATIONS

- High school diploma or GED
- Valid Driver's License
- Two (2) or more years in facility maintenance or custodial capacity
- Experienced in general maintenance
- Experience preferred in construction, carpentry, HVAC, plumbing and electrical
- Successfully pass BCI/FBI background checks

GENERAL DESCRIPTION

The facility worker performs facility maintenance and cleaning for the Mid-Ohio Conference Center (MOCC) and Mid-Ohio Educational Service Center (Mid-Ohio ESC), including its various tenants.

ESSENTIAL FUNCTIONS / SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs daily cleaning and facility maintenance duties as directed by the Facility Manager
- Performs regular-facilities duties, including:
 - a. Sweeping, mopping and/or scrubbing, burnishing and stripping of hard surface floors as needed and/or per cleaning schedule
 - b. Dusting of Mid-Ohio ESC and Mid-Ohio Preschool furniture and surfaces as needed and/or per cleaning schedule

- c. Sanitize restrooms (toilets, urinals, sinks, fixtures, walls and floors) and drinking fountains daily
- d. Disinfect and sanitize surfaces, floors, fixtures, etc. as necessary per public health dept. recommendations in instances of MRSA and/or other infectious disease outbreaks
- e. Washing windows on both inside and outside as needed and/or per cleaning schedule
- f. Emptying trash daily for Mid-Ohio Conference Center, Mid-Ohio ESC and Mid-Ohio Preschool
- g. Maintenance of custodial/tool room, inventory of custodial supplies and equipment, restocking of disposable maintenance items as necessary
- h. Vacuum carpeted areas of Mid-Ohio Conference Center, Mid-Ohio ESC and Mid-Ohio Preschool daily
- i. Clean carpets using carpet extractor on an as-needed basis and/or per the maintenance schedule
- j. Will be expected to assist in repair/building projects
- k. Roofing repairs and upkeep
- l. Interior painting
- m. Minor drywall repairs
- n. Equipment upkeep and repairs
- Opens the main entrance and performs visual inspection of MOESC and MOCC interior and restrooms
- Perform outdoor chores necessary to maintain the grounds and parking lot, including:
 - a. Lawn mowing
 - b. Weed cutting and weed removal from walkways, parking lot islands, exterior walls of facility and other grounds as necessary or instructed by the Facility Manager
 - c. Shoveling snow from walkways and entryways and exits
 - d. Salting walkways, entryways and exits
 - e. Exterior and interior painting and power washing as necessary or per maintenance schedule
 - f. Make minor building repairs and perform routine maintenance (caulking, nailing, etc.) to exterior of facility as needed
- Report hazardous conditions immediately to Facility Manager
- Report building damage to Facility Manager
- Be on call as needed at any time for emergencies falling outside the normal working hours
- Required use of ladders and/or man lifts for work on equipment, wiring, plumbing, lighting, etc.
- Project a positive image for Mid-Ohio ESC whenever the public, guests, or visitors are in the building
- Work closely with Facility Manager to prepare for scheduled day and evening activities, and to meet the needs of unscheduled day and evening activities
- Be prepared to clean blood-borne materials during daily duties
- Perform all duties within health and safety standards as per OSHA and/or MIOSHA standards

- Assist w/roof repair and maintenance on roofing system
- Perform additional maintenance duties as assigned by the Facility Manager

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 50 pounds
- Operate standard office equipment including computers, word processing, spreadsheets and communication software

EVALUATION

Performance of this job will be evaluated by the Facility Manager according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.