

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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

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### **QUALIFICATIONS**

- High school diploma or GED
- BCI/FBI records check
- Valid Driver's License
- Two (2) or more years in facility maintenance or custodial capacity is desired
- Experienced in general maintenance

### **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. Performs summer maintenance (strip/wax floors, moves furniture, painting, and etc.) for the purpose of completing and/or facilitating summer construction.
- 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
  - Perform additional maintenance duties as assigned by the Facility Manager
  - Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions
  - Monitors activities in and around work areas for the purpose of preventing injuries and ensuring site safety

- Prepares site for daily operations for the purpose of ensuring facilities are operational and hazard free
- Replenishes classroom and rest room supplies for the purpose of ensuring adequate quantities for daily use
- Supports District maintenance staff for the purpose of completing site custodial activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

### **PERSONAL QUALITIES**

- Acknowledges personal accountability for decisions and conduct
- Projects a positive image for Mid-Ohio ESC whenever the public, guests, or visitors are in the building
- Demonstrates pride and excellence
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development and training that relates to the position, including training provided by PublicSchoolWorks.
- Able to exert considerable to heavy physical effort for long periods of time while performing manual labor
- 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.

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Employee Signature

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Date Received

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