



Lorain County Domestic Relations Court

Position Description

Classification Title: Maintenance Worker – Detention Home

FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Maintenance Supervisor
Civil Service Status:	Unclassified	Division:	Residential Services

DISTINGUISHING JOB CHARACTERISTICS

Under general direction, maintains responsibility for maintenance and cleanliness of detention facilities and grounds. Has some specialized skills. Serves on call to respond to facility maintenance and repair problems and other job responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Performs general building maintenance repairs to facilities including routine repairs to building structure, electrical, plumbing, heating and other facility operating systems.

Performs general grounds maintenance to ensure facility grounds are maintained in attractive and safe condition.

Performs preventive maintenance on H.V.A.C. systems.

Performs preventive maintenance and repair to building emergency and security equipment including heat and smoke detectors, exit lights, emergency egress lighting, fire extinguishers, and sprinkler systems.

Follows work safety standards and practices.

Picks up and delivers supplies, and receives and stocks supplies from vendors.

Provides assistance to line staff with routine cleaning duties as necessary.

OTHER DUTIES AND RESPONSIBILITIES

As directed by Maintenance Supervisor, Superintendent of Detention and Director of Residential Services.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Hand tools; power tools; lawn maintenance equipment; HVAC; ladders and other facility maintenance equipment.

CONTACTS WITH OTHERS

Occasional contacts inside and outside of the Court with contractors, County Maintenance Department, juveniles and families to furnish or obtain factual information requiring ordinary courtesy and tact.

CONFIDENTIAL DATA

Work involves some confidential information where disclosure, would be negligible. Names of the youth confined in the detention facility must remain confidential.

WORKING CONDITIONS

Undesirable working conditions with regular exposure to noise, dirt, dust, and other unpleasant conditions. Employee must occasionally work in noisy and cramped rooms or at extreme heights. Work involves exposure to occasional inclement weather conditions and injury from use of power tools which could reasonably lead to serious incapacitation leading to an extended loss of time from work.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee regularly operates equipment, lifts or moves items weighing over 40 pounds, and works in sometimes awkward positions. Employee may work in confined and difficult spaces. The employee frequently stands and walks for extended periods of time. Employee converses verbally with others in person and by telephone. Tasks performed that require concentrated mental and visual coordination are occasionally performed usually less than 50% of the time. These require manual dexterity and eye/hand coordination.

No lifting restrictions or light duty are permitted in this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: basic building and grounds maintenance; basic plumbing, carpentry, and electrical principles; HVAC; equipment, materials and supplies utilized in building and grounds maintenance; safety practices.

Ability to: perform manual labor for extended periods of time; develop good rapport with co-workers and others; perform job physical demands; maintain confidentiality of confidential and sensitive subject matter; work independently; follow instructions.

Skill in: diagnosing building maintenance needs; using building maintenance equipment and supplies; basic carpentry, plumbing, and electrical repairs and maintenance.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: high school degree, GED or equivalent and two years building maintenance experience or training. Ability to pass criminal background check.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Possession of a valid Ohio driver’s license, proof of insurance and a demonstrated safe driving record. Must be eligible to drive under the County Commissioner’s Driver/ Vehicle Risk Reduction Program.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator’s License.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____ / ____ / ____
Authorized Court Management Representative **Date**

EMPLOYEE UNDERSTANDING

_____ / ____ / ____
Employee **Date**