



# Lorain County Domestic Relations Court

## Position Description

### Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

### Maintenance Supervisor

Employment Status: Full-time

Reports To: Director of Residential Services

Division: Department of Residential Services

### DISTINGUISHING JOB CHARACTERISTICS

Supervises maintenance worker and maintains responsibility for the maintenance, repairs, and cleanliness of detention facilities and grounds. Serves on call to respond to emergency facility maintenance and repair issues.

### 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 and repairs to facilities including routine repairs to building structure, electrical, plumbing, heating, and other facility operating systems. Receives, stocks, and delivers supplies to facility buildings.

Performs general grounds maintenance to ensure facility grounds are maintained in attractive and safe condition. Repairs parking lot and sidewalks with asphalt, cold patching materials and concrete. Operates snow removal equipment to maintain parking lots and sidewalks.

Performs general custodial duties such as buffing, dusting, sweeping, mopping, and disinfecting hard surfaces. Empties trash cans and consolidates trash for weekly pickup. Transports trash, furniture, and other discarded equipment to off-site dumpsters as required.

Paints interior and exterior walls and trim. Repairs or replaces building brick, stone, concrete, and wood areas of facility buildings.

Maintains and repairs HVAC, plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses. Inspects facilities and identifies maintenance needs. Checks maintenance log daily for newly located damage.

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.

Notifies Director of major repairs beyond skill level or resources. Contacts Commissioner's Facilities Manager, vendors, and contractors to obtain quotes for projects or repairs. Acts as the project manager and contact person for building or grounds projects. Monitors the work of contractors and ensures compliance with quality standards and project specifications. Reports any concerns or incidents to Director.

Maintains a professional and polite disposition at all times when dealing with public, coworkers, court staff, and vendors. Stays calm and even-tempered when handling stressful situations, continuous change, or unexpected developments. Works effectively in a team environment to accomplish organizational goals.

Must be awake and alert at all times. Demonstrates regular and punctual attendance and arrives prepared to work; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Follows work safety standards and practices. Maintains flexibility in work hours to accommodate the needs of the Court.

### **OTHER DUTIES AND RESPONSIBILITIES**

Assists Director and Superintendent with the Ohio Department of Youth Services site audits. All other duties as directed by Director of Residential Services or Superintendent of Detention

### **SCOPE OF SUPERVISION**

1 Maintenance Worker

### **EQUIPMENT OPERATED**

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

### **CONTACTS WITH OTHERS**

Regular contacts inside and outside of the Court with contractors, vendors, fire inspectors, County Maintenance Department, and IT Department.

### **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.*

**No lifting restrictions or light duty permitted in this position.** 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 less than 50% of the time. These require manual dexterity and eye/hand coordination.

### **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; pertinent OSHA standards and process; lock smith knowledge; supervisory principles.

**Ability to:** apply supervisory principles to practical work situations; perform manual labor for extended periods of time; develop good rapport with co-workers and others; perform job physical demands; work independently. Ability to read, write and understand the Standard English language; read and interpret instructions furnished in written, oral, diagrammatic, or schedule form; communicate verbally and in writing with co-workers, other court staff, and members of the public in a professional and effective manner; demonstrate sensitivity to professional ethics, gender, cultural diversities, and disabilities.

**Skill in:** diagnosing building maintenance needs; using building maintenance equipment and supplies; basic carpentry, plumbing, and electrical repairs and maintenance; planning maintenance work methods and process.

### **QUALIFICATIONS**

Minimum requirements include a High School diploma or GED. Possession of a one (1) year maintenance, construction or building trades certificate from college or technical school is desirable. Must be able to lift and/or move fifty pounds. Must pass a 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 and proof of insurance.

**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