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**HANCOCK COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**POSITION DESCRIPTION**

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*BVC provides resources and supports that empower people with DD to live lives with meaning and purpose.*

**Job Title: Maintenance Worker**

**Department: Facilities**

**Reports to: Director of Facilities**

**Hours of Work: Monday-Friday (typically 8 am-4 pm), or based on operational need**

**Status: Full Time/Non-Exempt/Hourly**

**Classification: Classified**

Please apply at [www.blanchardvalley.org](http://www.blanchardvalley.org). Click on careers and “apply here.”

**POSITION SUMMARY:**

- Is responsible for providing maintenance services to the Blanchard Valley Center campus and other CB properties. Skills needed are HVAC, electrical, plumbing, general construction, and general problem-solving.

**EDUCATION/QUALIFICATIONS/LICENSE/CERTIFICATION (S) REQUIRED:**

- A minimum of a high school diploma/GED; maintenance experience.
- Must have the ability to add, subtract, and multiply, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.
- Must successfully pass and maintain pre-employment requirements of State and/or Federal Criminal Background Check, ARC’s Registry check, and drug testing.
- Must maintain a valid Ohio driver’s license with a record acceptable by the agency’s insurance carrier.

**DUTIES/RESPONSIBILITIES:**

- Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts. Performs repairs for all buildings and equipment.
- Performs routine boiler maintenance.
- Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment. May repair electrical locks and control panels to maintain building security.
- Completes maintenance work; may operate machine tools and equipment to make basic repairs. Assists with minor installations and repair of plumbing, electrical, and other structural repairs.
- Painting of buildings, rooms, and fixtures, etc. Prepares surfaces for painting, including drywall repairs. Replaces broken windows; repairs doors, door locks, and closets; installs window blinds.
- Performs groundskeeping, lawn care snow removal based on operational needs.
- Follows all applicable safety rules, procedures, and OSHA compliance.
- Performs set up and tear down for meetings and special events. Assists with custodial tasks based on operational needs.

- Completes daily, weekly, and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Assists with systematic preventative vehicle inspections as needed.
- Responds to emergency maintenance requests as required.
- Completes professional development annually as required by the administration.
- Works as a team member to ensure coordinated, effective relations between the HCBDD staff, persons supported, family members, providers, departments, and all other related stakeholders.
- Provides exemplary customer service through courteous, responsive interactions with county board staff, providers, persons supported and their families. Understands and embraces the mission of the Hancock County Board of DD.
- Adheres to HCBDD policies/procedures.
- Performs other duties and projects as assigned.

*The foregoing is not intended to represent an exclusive listing of job duties and work characteristics included within the position. Other duties and work characteristics may be required to meet the Board's operational and program activities.*

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Any combination of education and experience.**

**Knowledge of:** Up-to-date approaches to maintenance and custodial services; ability to meet rules/regulations established by federal, state, and local entities; organizational skills, ability to manage multiple priorities; problem-solving and conflict resolution skills.

**Skills in:** Electrical, plumbing, carpentry, HVAC, painting, and other repair/maintenance responsibilities.

**Ability to:** To work competently as a member of a team; utilize a computer; commitment to BVC and the HCBDD mission, vision, and values; lift up to 50+ pounds; bend and lift/sit/stand/walk for lengthy periods.

**SIGNATURES:**

I acknowledge the review and receipt of the above position description. To the best of my knowledge, I can fulfill the requirements of this position.

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Employee Signature/Date