



# JOB NOTICE

Date Posted: August 15, 2018

Closing Date: August 31, 2018 or until filled

**APPLICATION PROCEDURES:** Send letters of intent and resume via INDEED, interoffice or mail to Box Maintenance, HR, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Department:** Facilities and Maintenance

**Title:** Maintenance Worker

**Salary \$:** Full time with comprehensive benefits and leave package.  
Salary rate: \$11.00 - \$14.00 an hour depending on skills and experience.

## **General Duties:**

- General Maintenance:
  - a) Performs routine building and grounds maintenance as needed.
  - b) Picks up materials as needed.
  - c) Complete other duties as assigned by supervisor.
- Responsible for quality control.
- Obtains bids, works with outside contractors and checks quality of finished work.
- Supervise and educates client workers in maintenance services.
- Writes behavior reports, program notes and department reports.
- Participates and plans with Workforce Development staff.
- Required to be on an on-call rotation.

## **Qualifications:**

**Education/Experience:** High school diploma or equivalent. 3- 5 years maintenance experience.

**Miscellaneous Requirements:** Criminal background check; pre-employment drug screen; clear driving record; TB Test; CPR/First Aid Training preferred.

**Personal:** Ability to solve problems independently and to work with emotionally disabled clients.

**Physical Requirements:** Must be able to stand, walk, climb stairs and ladders; do occasional lifting up to 50 pounds.

**Non Exempt:** Eligible for overtime

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EOE-M/F/H including persons with disabilities and veterans