



JOB NOTICE

Date Posted: November 10, 2020

Closing Date: November 30, 2020 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume via INDEED, interoffice or mail to Box -Maintenance, 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: \$14.00 - \$16.00 an hour depending on skills and experience.

General Duties:

- General Maintenance:
- Performs routine building and grounds maintenance as needed.
- Picks up materials as needed.
- 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.
- Inspection of vehicles and safety kits.
- Participates and plans with Workforce Development staff.
- Required to be on an on-call rotation.
- Trains new maintenance staff as requested on varying tasks

Qualifications:

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

Technology: Basic computer skills

Miscellaneous Requirements: Criminal background check; Pre-employment drug screen; ***If applicable to the position requirements includes:*** Clear driving record; TB test, Mini-Physical and First Aid/CPR. Must be able to stand, walk, climb stairs and ladders; do occasional lifting up to 50 pounds.

Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain

adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

Interpersonal/Human Relations Skills: Ability to solve problems independently and to work with emotionally disabled clients as well as other staff.

Non-Exempt: Eligible for overtime

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans