



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #2726

Job Posting Date: 9/15/2020

Employer Information:

Cuyahoga County Public Library
Contact: Ms. Alisha Caraballo
2111 Snow Rd.
Parma, Ohio 44134
Phone: 216-749-9465 **Ext:**
E-mail: acaraballo@cuyahogalibrary.org

Main Business:

Library

Job Title: Maintenance Technician

Full/Part-time: Full-Time

Job Hours: 2nd shift (1 to 9pm),
First shift during training

Job Duties:

- Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
- Performs service and repair tasks on CCPL buildings, facilities and grounds utilizing various building trade skills including electrical, plumbing, painting, mechanical, masonry, carpentry and drywall/plastering trades.
- Troubleshoots/replaces/repairs and corrects a variety of building maintenance issues, such as carpentry (replace/repair and fabricate furniture, cabinetry, counters, and similar items), electrical (lighting, outlets, panel boards, under-carpet power, wiring, etc.), fire safety equipment (check extinguishers, test/repair/replace emergency lighting, etc.), grounds maintenance repair (potholes, patch masonry, remove/replace bumper blocks, etc.), plumbing (repair/replace toilets and urinals, hardware, hot water tanks, valves and controls, etc.), install/repair/replace lock sets, panic bars, safety and security devices, and similar duties.
- Responds to urgent and emergency situations such as plumbing leaks, electrical outages, flooding, etc.

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION

- Performs preventive maintenance schedules on building systems and facilities including roofs.
- Adds, relocates, and removes shelving, furniture, carpeting, and equipment as indicated on drawings, and as directed by library personnel.
- Constructs partitions, paints interior and exterior surfaces, lays carpet and tile and performs other remodeling and repair type tasks, including adding and relocating and removing electrical floor outlets.
- Determines materials, supplies and parts needed to complete a project, and ensures they are ordered to meet established project or maintenance schedules.
- Patches concrete steps and sidewalks, and patches driveways and parking lots.
- Performs various grounds maintenance tasks such as snow and ice removal, leaf removal, cleaning gutters, trimming trees, removing fallen tree limbs, etc.
- Sets up signage, barriers, and traffic control for building closures and other situations.
- Completes and updates paperwork and records as necessary.

Compensation: \$20.06

Special Notes / Additional Information:

Summary Minimum Education & Experience Required

- High school diploma (or GED) and completion of apprenticeship, vocational training program, or Associate's degree in a skilled building trade.
- At least two years of building maintenance and repair experience.

Apply today at: <https://recruiting.adp.com/srccar/public/RTI.home?c=1155451&d=External>

How to Contact: Apply Online

Seeking:

CVCC Alumni, Adult /Job Seeker

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION



Review the summary of the job description below AND apply today:
<https://recruiting.adp.com/srccar/public/RTI.home?c=1155451&d=External>

Maintenance Technician

Under moderate supervision, performs general building and grounds maintenance work utilizing various trade skills such as electrical, lighting, plumbing, maintenance, carpentry, drywall/plastering, fabrication (metal, plastic, wood), masonry, locksmithing, painting, as well as snow and ice removal.

JOB REQUIREMENTS

Specific Knowledge, Skills, and Abilities required include:

1. Knowledge of standard methods and techniques of building trades including electrical, plumbing, mechanical, masonry, carpentry and painting.
2. Knowledge of governmental codes and regulations affecting building and maintenance repair including national electrical and plumbing codes, OSHA laws, and other fire and safety regulations and procedures.
3. Ability to operate hand and power tools.
4. Ability to operate snow plow and related snow removal equipment.
5. Knowledge of (or ability to learn) basic locksmithing, NFPA codes, fire/safety regulations, and similar skills/knowledge related to building trades and essential job functions.
6. Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
7. Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with co-workers, customers, vendors, and/or representatives of other agencies.
8. Ability to apply basic levels of English grammar, spelling, punctuation, and basic mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
9. Ability to apply basic mathematical concepts.
10. Ability to use a personal computer and job-related software or systems applicable to the essential functions of the job, which may include, but not be limited to email/calendar software, internet/intranet browsers, word

processing, spreadsheets, database software, and various systems of software used by CCPL.

11. Ability to read and interpret plans, diagrams, drawings, prints, schematics, etc.
12. Ability to recognize emergency situations and act accordingly.
13. Ability to work under pressure.

ESSENTIAL JOB FUNCTIONS

1. Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
2. Performs service and repair tasks on CCPL buildings, facilities and grounds utilizing various building trade skills including electrical, plumbing, painting, mechanical, masonry, carpentry and drywall/plastering trades.
3. Troubleshoots/replaces/repairs and corrects a variety of building maintenance issues, such as carpentry (replace/repair and fabricate furniture, cabinetry, counters, and similar items), electrical (lighting, outlets, panel boards, under-carpet power, wiring, etc.), fire safety equipment (check extinguishers, test/repair/replace emergency lighting, etc.), grounds maintenance repair (potholes, patch masonry, remove/replace bumper blocks, etc.), plumbing (repair/replace toilets and urinals, hardware, hot water tanks, valves and controls, etc.), install/repair/replace lock sets, panic bars, safety and security devices, and similar duties.
4. Responds to urgent and emergency situations such as plumbing leaks, electrical outages, flooding, etc.
5. Performs preventive maintenance schedules on building systems and facilities including roofs.
6. Adds, relocates, and removes shelving, furniture, carpeting, and equipment as indicated on drawings, and as directed by library personnel.
7. Constructs partitions, paints interior and exterior surfaces, lays carpet and tile and performs other remodeling and repair type tasks, including adding and relocating and removing electrical floor outlets.
8. Determines materials, supplies and parts needed to complete a project, and ensures they are ordered to meet established project or maintenance schedules.
9. Patches concrete steps and sidewalks, and patches driveways and parking lots.

10. Performs various grounds maintenance tasks such as snow and ice removal, leaf removal, cleaning gutters, trimming trees, removing fallen tree limbs, etc.
11. Sets up signage, barriers, and traffic control for building closures and other situations.
12. Completes and updates paperwork and records as necessary.

Summary Minimum Education & Experience Required

1. High school diploma (or GED) and completion of apprenticeship, vocational training program, or Associate's degree in a skilled building trade
2. At least two years of building maintenance and repair experience.

OTHER TESTING/LICENSES REQUIRED

1. Due to the physical exertion required to perform the essential duties of this job, the decision to hire is contingent on job candidate passing a pre-employment medical exam through a medical provider contracted by the library.
2. License
A valid driver's license is required to operate library owned vehicles and a clean driving record must be maintained at all times.
3. Tow-motor/forklift operation certification is preferred.
4. A criminal background check is required, as are pre-employment drug and nicotine screens.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Worker is subject to emergency callbacks.
2. Frequent or prolonged exposure to significant levels of temperature, air pollution, noise, vibration, chemicals, gases, heights and/or moving parts.
3. Work requires extensive physical exertion such as lifting of very heavy objects (more than 70 pounds), deep bending, climbing steps and step ladders and/or assuming awkward positions.

***This position will work 1st shift (7am- 3:30pm) for 6 months during training.
After training this position will work 2nd shift (Monday thru Thursday 1-9pm and Friday 9-5:30pm) with a Saturday rotation.***

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.