

## **Wood County Committee on Aging, Inc. Position Description**

**Position:** Maintenance Coordinator (Full Time)

**Index Number:** 203

**Reports to:** TBD

**Purpose:** Perform maintenance, repair and general upkeep of the Wood County Committee on Aging's Wood County Senior Center and Production Kitchen while maintaining a clean and safe environment for the participants, guests, and employees.

Responsibilities to include:

1. Oversee maintenance of vehicles and compliance with state regulations. This will include daily inspections of vehicles, minor maintenance of vehicles including checking of oil and other fluids, wiper replacement and tire inspection. Additionally, scheduling the Ohio State Highway Patrol inspection of vehicles as needed/required.
2. Oversee maintenance of physical operations of the Wood County Senior Center and Production Kitchen, including coordination of approved work projects.
3. Set-up and teardown of rooms /facility for meetings, and classes, and Wood County Seniors Club rummage sale events.
4. Observe and report any conditions requiring attention or repair, to supervisor.
5. Maintain clean, debris-free exterior building entrance areas (including snow/ice removal/leaf removal), as needed.
6. Provide bi-weekly, or more frequently as needed, vacuuming for all carpeted surfaces.
7. Perform routine maintenance of restrooms, as assigned, including cleaning out blocked sinks and toilets.
8. Perform general grounds keeping maintenance, as assigned, including maintaining landscaping, cutting, edging, clipping, trimming trees and bushes, and clearing of leaves and snow/ice.
9. Lifts and moves, receives and unloads, desks, counters, shelving, filing cabinets and other materials for all WCCOA facilities.
10. Ensure annual inspections of fire/smoke alarms and fire extinguishers.

11. Transport recyclable materials weekly, or as needed from WCCOA's Wood County Senior Center and Production Kitchen, as assigned.
12. Perform preventative maintenance and inspections of equipment, including changing HVAC filters, monthly elevator inspections, and cleaning of drains, as needed and/or assigned.
13. Transport Lunch Bunch clients daily to and from the Wood County Senior Center, each morning and afternoon, as assigned.
14. Perform other duties, as assigned.

**Qualifications and Essential Skills:**

Education requirements: Minimum requirements high school diploma or GED equivalent. Must understand importance of maintaining sanitary standards for public venues. Must successfully complete Level One food safety training. Must be a self-starter with the ability to assess and prioritize projects. At least 5 years of experience in building maintenance preferred, or any equivalent combination of education and experience that provides the requisite knowledge skills and abilities for this job. Must have a minimum of 5 years driving experience and a demonstrated ability to operate large vehicles (does not require a CDL).

**Minimum Requirements:**

Must have a proven record of working harmoniously with older adults as well as colleagues. Must be eligible for bonding and insurable under agency policy. Must possess a valid Ohio Driver's license with proof of auto insurance (state minimum). Must meet the requirements contained in Ohio Administrative Code (OAC) 173-3-06.6 (B)(3). Compliance shall be reviewed not less than annually. Must successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.

**Abilities Required:**

Must demonstrate fluency in English, both written and oral. Requires lifting, bending, stooping, reaching, and standing for extended periods of time, and carrying hot pans/trays of food. . Must be able to lift a minimum of 50 pounds. Requires normal range of hearing and vision. Must be able to work in kitchen environment with heat and steam.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

*Note: Responsibilities are not listed in any defined order or priority, but are requirements of the position.*