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# **GUERNSEY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

# **POSITION DESCRIPTION**

# **CUSTODIAL/MAINTENANCE DIRECTOR**

**Regular Hours of Work:** 6:00 a.m. to 2:00 p.m.

\*Hours are flexible as approved by the Superintendent and may not remain constant

\*follows a 249 annual work days plus (+) 11 state holidays

**Immediate Supervisor:** Superintendent or his/her designee

**Department:** Administration

**Qualifications:**

* Associates Degree or equivalent coursework and/or experience and mechanical/maintenance experience.
* Meet all qualifications of vehicle operator.
* Capable of doing basic maintenance on vehicles.
* Must be able to push, pull, bend, and lift at least 50 pounds.
* Must be bondable.
* Must have the ability to read and understand specifications, knowledgeable in Ohio County Government functions and procedures.
* Must have personal transportation available during working hours.
* Must maintain a valid Ohio driver’s license and maintain a status of insurability for motor vehicle insurance with the county's insurance carrier.
* Must maintain insurance coverage on personal vehicles used in the performance of job duties for the Board in accordance with Board Policy.
* Must be able to physically maneuver persons who are handicapped and/or non-ambulatory.
* Must obtain C.P.R. and First Aid certification within six (6) months of employment and maintain those certifications throughout the term of employment.
* Employment contingent upon successful completion of a satisfactory report of the State Bureau of Criminal Identification and Investigation and/or County or Local Law Enforcement Agency as required by Section 5123.081, Ohio Revised Code and a physical examination including a drug and alcohol screening.

**FLSA:** Overtime Exempt

**Status:** Unclassified

**Probationary Period:** 365 Days

**Essential Functions and Responsibilities:**

* Management of the transportation system and maintenance of all program facilities.
* Responsible for maintenance and upkeep of all homes operated by the board on behalf of the Housing Corporation.
* Maintenance of all motor vehicles owned and operated by the Board, i.e.

A) Will be responsible for basic maintenance (change oil, spark plugs, points, filters, belts, lights; check water, brake fluid, transmission fluid levels, and upkeep/washing).

B) Will set up appointments with the appropriate maintenance garages for additional work.

* Executing a preventative maintenance program with the mechanic.
* Assist with the bidding procedure for purchasing vehicles and supplies.
* Recruits, trains, and supervises all maintenance personnel.
* Maintains all records of complaints concerning employees from which recommendations are to be made.
* Collects data and assists with the preparation of all vehicle accident reports.
* Recommends to the Superintendent or his/her designee personnel for employment.
* Assures that safety/health standards are met for employees of County Board of DD and all passengers, that an active safety and health program is maintained.
* Develop and promote good public relations.
* Adhere to all state laws, regulations and board policy pertaining to transportation.
* Advises Superintendent and/or designee on road hazards for decision on program closing during inclement weather.
* Organizes and implements an orientation program on proper operation and maintenance of program facilities for custodian/maintenance personnel.
* Maintains personnel and other necessary records as required.
* Provides regular household maintenance information to provider’s staff that provides services in the homes owned by the Housing Corporation.
* Coordinates vacation schedules for custodian/maintenance and transportation personnel.
* Recommend the purchase of necessary equipment and supplies to the Superintendent and/or designee.
* Receives, stores, and issues all maintenance and grounds materials, supplies and equipment.
* Conducts periodic inspection of all program facilities to insure fire safety and all other safety hazards.
* Supervises, schedules and evaluates custodial/maintenance personnel, subject to review by the Superintendent and/or designee.
* Makes recommendations regarding hiring, firing, discipline, dismissal and promotions to the Superintendent.
* Works cooperatively with bargaining units to establish positive working relationships.
* Attends board meetings and any other meetings when required by the Superintendent.
* Part of the management team involved in collective bargaining negotiations representing the Board in accordance with O.R.C. 4117.
* Must understand and practice professional ethics of a public employee.
* Is considered a confidential employee and must keep the information and materials upon which he/she may come in contact with confidential.
* Ability to cope with stressful situations as related to individuals with developmental disabilities.
* Model at all times, appropriate social and moral behavior as a public service employee directly responsible for the service to individuals with developmental disabilities as supported by public monies and not be under the influence of alcohol or narcotic drugs.
* Participate in in-service training sessions.
* Knowledge of HIPAA Regulations as they relate to the County Board.
* Is a mandated reporter for all reports of abuse, neglect, and exploitation/misappropriation for all children and adults aged, blind and/or disabled.
* Must report all Unusual Incidents (UI) and Major Unusual Incidents (MUI) as outlined in the MUI procedures and report suspected or actual abuse/neglect instances to Supervisor and/or SSA on-call.
* Promote good public relations with parents, advocates, community organizations, professionals, and other interested parties.
* May be required to transport individuals that we serve and/or their families.
* Will perform any and all duties as required and/or directed by the Superintendent.

**NOTE:**

Working conditions may exist that do not normally exist in the occupation of the public employee. These conditions may include exposure to blood-borne pathogens, communicable disease, potentially infectious materials and/or aggressive or other maladaptive behaviors.

Program operates on twelve (12) months per year.

Normal program hours may be: 2,080 plus (+) more or less.

Normal program operations usually include 249 days plus (+) the board celebrates 11 state holidays.

This figure is not a guarantee to any employee that he/she shall work that number of hours.

**The Guernsey County Board of DD does not discriminate in provision of services or employment because of race, color, religion, gender, national origin, age, military status, genetic information, sexual orientation, gender identity, Family and Medical Leave, protected veteran status or other protected by law.**

**Specifications:**

As an employee of the Guernsey County Board of Developmental Disabilities, I agree to comply with all Board policies at all time and shall demonstrate respect for, support dignity of and observe the rights of all individuals served by the agency.

I will work to ensure and maintain effective relationship with other employees, program participants, parents/guardians and state and local community service agencies.

I will adhere to all local, state and federal laws and Guernsey County Board of Developmental Disabilities policies and procedures.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed on how to access the Guernsey County Board of DD policies and procedures, including the Compliance Plan, and agree to abide by its contents. I acknowledge that I am required to remain substance free.

Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by board policy.

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Name of Employee Date

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Appointing Authority Date