



## Maintenance Worker B (Level III) or C (Level IV)

**STARTING DATE:** ASAP  
**REPORTS TO:** Supervisor of Operations – Maintenance Services  
**WORK YEAR:** 12 months (260 days), 8 hours per day (may include weekend hours)  
**SALARY RANGE:** Per Classified Employees Wage Schedule – Commensurate with experience and education

### QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Minimum High School Diploma or GED
- Skill in mechanical, electrical, plumbing, carpentry, masonry, HVAC, and building systems substantiated by training/work experience
- Post-secondary training in trade is advantageous
- Demonstrated past record of punctuality, responsibility and attention to detail
- Ability to obtain Class A Commercial Driver's License (CDL) or other equipment certifications if requested
- Proof of compliance with any health requirements or mandates related to the position
- Requires general technology skills (e.g. Microsoft Office, Outlook, Facility management software, Employee KIOSK)
- Documented evidence of a clear criminal record
- Possess a team-oriented approach towards the organization; exemplify high ethical standards
- Ability to react productively to interruptions and changing conditions
- Demonstrate problem solving abilities, ability to communicate clearly and prioritize multiple tasks
- Promotes positive image of career center at all times by performance and in conversations
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record

### RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Primary duties are inspecting, repairing, and maintaining buildings, grounds, equipment and furnishings
- Prior experience in electrical wiring, motor controls and/or HVAC preferred
- Demonstrates responsibility for meeting work schedules and work requests
- Participate in staff meetings and professional growth opportunities as directed
- Commitment to keep current with workplace innovations that enhance productivity
- Avert problem situations and intervene to resolve conflicts
- Assist with warehouse and delivery duties
- Assume responsibility for routine security procedures of facilities
- Perform minor repair and preventative maintenance on building systems
- Perform grounds maintenance such as, but not limited to, mowing, trimming, seeding, tree trimming, weeding and snow removal
- Ability to perform simple inspection or maintenance on a variety of vehicles, mowers, trailers and grounds or cleaning equipment
- Ability to individually lift, carry and/or move objects with a minimum weight of 50 pounds
- Safely climb and work from a ladder, scaffold, platform, or other equipment that requires balancing skills
- Perform activities that may require stooping, kneeling, crouching, or working overhead
- Take initiative to perform prescribed activities efficiently with limited supervision
- Demonstrates professionalism and maintains a positive work attitude
- Takes the initiative to identify and solve problems independently; promotes teamwork; provides assistance to other staff as directed
- Communicate effectively using verbal, nonverbal and writing skills
- Work under the guidelines of the Greene County Career Center's Mission Statement and Goals; promotes favorable image of the Career Center
- Maintain an acceptable attendance record and be punctual
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace at all times
- Assume any other responsibilities as assigned by Administration.

**DEADLINE:** Open until filled.  
Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process

**APPLY TO:** David Deskins, Superintendent  
Greene County Career Center  
532 Innovation Drive  
Xenia, OH 45385  
[www.greeneccc.com](http://www.greeneccc.com)