

JOB VACANCY ANNOUNCEMENT



DATE ISSUED: February 6, 2023
TITLE: Facilities Maintenance
STATUS: Full-time
DEADLINE: Open until filled – first review of applications on March 7, 2023

The City of Springdale is accepting applications for the full-time position of Facilities Maintenance. Applications will be accepted at the City of Springdale Municipal Building located at 11700 Springfield Pike, Springdale, Ohio 45246 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday or via email at human-resources@springdale.org.

Application packets are available at the Springdale Municipal Building, online at <https://www.springdale.org/publicfiles/2020%20Employment%20Application.pdf>, or by scanning the QR code at the top of this announcement.

APPLICATION DEADLINE: This position is open until filled. A first review of applications will occur on March 7, 2023.

FULL-TIME FACILITIES MAINTENANCE PAY RANGE

Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
\$17.31 per hour	\$18.18 per hour	\$19.08 per hour	\$20.04 per hour	\$21.04 per hour	\$22.09 per hour	\$23.20 per hour	\$24.36 per hour

BENEFITS

Benefits for full-time employees include health, dental, vision, and life insurance coverage; State pension through the Ohio Public Employees Retirement System (OPERS); deferred compensation options to save for retirement; confidential employee assistance program; sick, vacation, holiday, and compensatory time; tuition reimbursement of \$3,000 per year; longevity pay after 5 years of service with the City; and Community Center membership.

REQUIRED EDUCATION

Candidates must be a high school graduate or equivalent (G.E.D.).

ADDITIONAL INFORMATION

Please do not contact the City regarding your status in the hiring process. You will be contacted as appropriate if you are selected to move forward. If you are scheduled for any portion of the process, it is your responsibility to appear at the scheduled time, date, and place. Failure to appear will be considered voluntary withdrawal from the selection process.

It is your responsibility to inform the Human Resources Office in writing of any change in contact information.

STEPS IN THE HIRING PROCESS

Application

All applicants must complete a City of Springdale application packet to be considered for the position. Completed applications may be returned in person to the Human Resources Office at the Springdale Municipal Building, 11700 Springfield Pike, Springdale, OH 45246 between the hours of 8:30 a.m. and 4:30 p.m. EST, Monday through Friday, or via email to human-resources@springdale.org.

Initial Oral Interview

Following a review of applications, selected candidates will be offered an oral interview.

Background Investigation

Applicants who are selected to receive a conditional offer of employment will be scheduled for a background investigation. The investigator will check your personal references, your criminal history, your employment record, your credit history, and other background information.

Medical Examination (PASS/FAIL)

Applicants receiving a conditional offer of employment will be required to successfully pass a drug screen as well as complete a physical examination designed solely to determine physical ability to perform the duties of the position being offered.

JOB PURPOSE and RESPONSIBILITIES

Under the direct supervision of the Parks Maintenance Supervisor, Facilities Maintenance is responsible for cleaning any City-owned facilities, performing minor repairs as needed to the facility and its contents, informing the appropriate person when necessary supplies are approaching depletion, and aiding in room preparation for community meetings, activities, and special events.

TYPICAL TASKS

The duties listed below are intended to be illustrations of the various types of work that may be performed. The omission of specific statements of duties does not excluded them from the position if the work is similar, related, or a logical assignment to the position.

1. Cleans bathrooms, locker rooms, offices, hallways, and other assigned areas by sweeping, vacuuming, mopping, scrubbing, polishing, and sanitizing
2. Empties and decontaminates trash containers and disposes of infectious waste
3. Moves, rearranges, and dusts furniture and fixtures
4. Mixes or blends routine cleaning solutions to proper concentrations as necessary for various tasks
5. Cleans and waxes floors using industrial-size mops and machines, and strips and polishes floors using appropriate equipment
6. Washes blinds, windows, walls, frames, and fixtures with prescribed solutions

7. Sweeps sidewalks, porches, and tiled surfaces
8. Maintains outdoor walkways in all weather conditions
9. Operates all janitorial equipment as needed
10. Maintains equipment and reports safety hazards and needs for minor repairs to supervisor
11. Replaces light bulbs and dusts light fixtures
12. Writes up maintenance requests as needed
13. Performs any and all other duties as assigned

QUALIFICATIONS

This is not an exhaustive list. Any one position within this classification may not include all of the knowledge, abilities, and skills listed nor do the listed examples include all of the knowledge, abilities, and skills which must be possessed.

1. High school diploma or G.E.D. equivalent
2. Must be at least eighteen (18) years of age
3. Must possess a valid driver's license
4. Knowledge of janitorial services, including proper cleaning procedures such as bio-hazard clean-up
5. Familiarity with cleaning chemicals, waxes, floor strippers, and janitorial equipment, both manual and powered
6. Ability to make minor repairs to the facility
7. Ability to maintain records of supplies and equipment
8. Knowledge of event and room set-ups
9. Must be able and willing to work a flexible schedule, including overtime as needed

WORKING CONDITIONS

Facilities Maintenance typically works forty (40) hours per week Monday through Friday. Duties are performed in both an inside office environment and outside environment in potentially inclement weather conditions.

PHYSICAL REQUIREMENTS

Significant physical activity is required to frequently walk, sit, climb, balance, stoop, bend, kneel, crouch, crawl, push, pull, lift, grasp, and feel. Must be able to constantly lift objects weighing up to 50 pounds, to often lift 50-75 pounds, and to occasionally lift 75-100 pounds; and to stand or walk for a minimum of eight (8) hours a day.