

Summary:

To maintain and improve the physical facilities of Lakeside Chautauqua. Employees must be available to work evenings, weekends and holidays (Memorial Day and July 4). The Maintenance Worker reports directly to the V.P. of Municipal Services.

Essential Duties & Responsibilities: *(To include other duties that may be assigned)*

- Receive written and verbal orders from V.P. of Municipal Services
- Perform work according to standard procedure and by building's operational schedule
- Make minor and major carpentry, electrical, mechanical and plumbing repairs
- Maintain electrical inventory
- Repair mechanical units in air conditioners (not Freon)
- Perform drywall and plaster repairs
- Perform touch ups and finish painting
- Replace light bulbs
- Set up/tear down chairs, tables and equipment in meeting rooms and function rooms
- Clear snow from entrances and walkways and spread salt
- Plow streets and apply salt
- Collect leaves in fall from Lakeside residents' properties
- Follow all applicable safety rules and procedures
- Clean, maintain and identify needed repairs of Lakeside maintenance vehicles
- Report work accomplished by written work order or verbally to supervisor
- Any and all other duties as assigned

Qualifications:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or its equivalent. Must have a valid Ohio driver's license. Two years' experience in maintenance and grounds. Must have a working knowledge of building equipment, carpentry, electrical and general maintenance.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of customers or employees of the operation.

Mathematical Skills:

Ability to apply the basic math concepts.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; stoop, climb or balance; specific vision, depth perception, and ability to adjust focus. Must be able to lift heavy equipment and material. Must be able to frequently move tables and chairs. Must be able to climb ladders, scaffolding, etc. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Riding in a vehicle, walking the grounds in many different types of weather and being able to make quick judgements. These characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply:

Please contact employment@lakesideohio.com.