



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

Committee Members

Elder Shawn Jackson Milly Stockdale
Pastor Tyrone Kaiser Vickie L. Taylor-Radebaugh
Janell O'Neil Charles W. Wright

June 1, 2017

Posted: June 5, 2017

TO WHOM IT MAY CONCERN:

The City of Marion has a need to hire a person for the following position at the **Marion Senior Center**.

Maintenance Custodian - This is a part-time, non-exempt (20-hour per week) position with a pay rate of \$10.49 per hour. Job Description is attached.

Please Note: - A valid Ohio Driver's License is required. Driver's License must be without restrictions of any privilege to drive at any time and free from any requirement of High Risk Liability Insurance.

- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, June 5, 2017 at 8:00 am

Application Closing Date/Time: Friday, June 23, 2017 at 1:00 pm

Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor

- OR - download from ww.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Officer
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF MARION, OHIO
MARION SENIOR CENTER
JOB DESCRIPTION**

Job Title: MAINTENANCE CUSTODIAN
Department: Senior Center
Reports To: Director
FLSA Status: Non-Exempt
Prepared By: Human Resources Director
Prepared Date: September 13, 2007

SUMMARY: Responsible to the Senior Center Director to maintain the Senior Center property in clean, orderly condition and the heating and cooling equipment in good working order.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- Oversees and/or performs the cleaning of the facility; sweeps, mops, scrubs, and vacuums hallways, steps, and office spaces; clears debris from entrances; empties trash and garbage containers.
- Tends furnace and air conditioning equipment to provide heat and/or cool air as needed; replaces filters regularly.
- Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities; clears snow and ice from entry ways in winter
- Notifies Director of: need for repairs or additions to lighting, heating, ventilating and other equipment; health or safety hazards discovered.
- Mows lawn, trims shrubbery, and cultivates flowers
- Occasional van driver for Center's recreation trips
- Follows all work and safety rules and regulations

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an 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 general education degree (GED); with two or more years experience and/or training in building equipment maintenance preferred; any other combination of education and experience that provides the required knowledge, skill and ability may be considered, or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend maintenance manuals and instructions, short correspondence, and memos; write simple reports; effectively present information in one-on-one and small group situations to supervisors, contractors, and others.

Mathematical Skills: Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: Word Processing and Spreadsheet Programs preferred.

Certificates, Licenses, Registrations: Valid Ohio Driver's License.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to climb or balance; stoop, kneel, crouch, or crawl and smell; occasionally required to sit; frequently lift/move up to 25 pounds; occasionally lift/move up to 50 pounds. Specific vision abilities include close, distance, color and peripheral vision; depth perception and ability to adjust focus. Good hearing is necessary as fill-in van driver.

WORK ENVIRONMENT: The work environment characteristics described here 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.

The employee is: occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions and risk of electrical shock. The noise level is usually moderate.