

51472 - MAINTENANCE CUSTODIAN (PART-TIME)
CITY OF PARMA
270 – PUBLIC HOUSING

JOB SUMMARY

The **Maintenance Custodian (Part-Time)** participates in and monitors the maintenance, cleaning, repair, and operation of the Parma Public Housing Agency Authority owned and/or managed buildings, grounds, and equipment. The incumbent works under the direct supervision of the Executive Housing Director or their designee. This position is “Classified” within the Civil Service of the City of Parma.

WORK ACTIVITIES

Maintenance Duties

- Performs general repairs and maintenance to heating, air conditioning and electrical systems*
- Maintains, cleans, and repairs buildings, grounds and equipment involving mechanical, electrical, plumbing, painting, carpentry and masonry work such as; work needed on doors, windows, locks, cabinets, shelves, electric switches and receptacles, lights, eaves and downspouts, railings, smoke detectors, drains, and plumbing facilities*
- Collects trash from the Parma Public Housing Agency Authority owned and/or managed grounds on a daily basis*
- Prepares vacant units for occupancy which includes but is not limited to; removing all trash within and outside the unit, repairing all damage on move-out inspections, correcting all deficiencies due to normal wear and tear, painting units, cleaning appliances, and repairing flooring*
- Operates power mowers and performs routine landscape maintenance*
- Paints building interiors, exteriors and trim, etc.*
- Operates hand and power tools and shop equipment*
- Attends authorized training sessions to keep informed of latest maintenance techniques, procedures, equipment, and materials*

Other Duties

- Performs all other related duties as assigned+

*Essential Job Functions

+Essential Job Functions, Scheduling Accommodations Possible

TOOLS AND EQUIPMENT USED

- Motor Vehicle with Snow Plow
- Power Tools
- Hand Tools
- Mowers
- Brooms

- Mops
- Maintenance Equipment (Tool, Shovels, etc.,)
- Standard Business/Office Equipment

JOB CONTEXT

The **Maintenance Custodian (Part-Time)** generally works 21 hours per week scheduled between the hours of 8:30a.m and 4:30p.m. on Monday, Thursday and Friday (schedule may vary). This position is part-time and operates 12 months a year. Regular and predictable on-site attendance is an essential job function. The **Maintenance Custodian (Part-Time)** performs his/her duties within a temperature controlled environment. The incumbent is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals. The stress level of this position is minimal. The physical activities of this position are moderate to high. The **Maintenance Custodian (Part-Time)** must frequently lift and/or move up to 50 pounds. Mobility is a must in this position.

JOB QUALIFICATIONS

Upon hire, a **Maintenance Custodian (Part-Time)** must have:

- A high school diploma or equivalent
- High School technical training and one (1) year of experience in skilled maintenance or five (5) years of experience in skilled maintenance or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities to perform the essential functions of the job
- A valid State of Ohio Driver's License

After hire, a **Maintenance Custodian (Part-Time)** must have:

- An understanding of the workings of the Parma Public Housing Administration

In accord with the Collective Bargaining Agreement between the City of Parma and AFSCME Local #3924 which expires on December 31, 2017, the hourly rate for the position of **Maintenance Custodian (Part-Time)** is \$12.00 (0-1 year). Inclusion in the AFSCME Bargaining Unit is pending. The City of Parma is an equal opportunity employer.

The promotional probationary period shall be 60 days in accord with the above referenced Collective Bargaining Agreement. The new hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio. **A resume is required.** Applications and resumes should be submitted after completion to the City of Parma Human Resources & Purchasing Department no later than 4:00p.m. Monday, May 15, 2017.