



Allen County Board of
Developmental Disabilities

The mission of the Allen County Board of Developmental Disabilities is to:

- Reduce Barriers
- Ensure Supports
- Expand meaningful community involvement.

NOTICE OF AVAILABLE POSITION

ADMINISTRATIVE OFFICES

2500 Ada Road
Lima, OH 45801-3340
(419) 221-1385
Fax: (419) 221-1296

Theresa M. Schnipke
Superintendent
tschnipke@acbdd.org

Martha J. Nance
Director of Business
mnance@acbdd.org

Christine Calvelage
Human Resources Manager
ccalvelage@acbdd.org

Kristy Schweingruber
Service and Support
Administration Director
kschweingruber@acbdd.org

Jana McVetta
Director of Quality and
Support Services
jmcvetta@acbdd.org

CHILDRENS SERVICES

Peggy Cockerell
Director of Education
pcockerell@acbdd.org
2550 Ada Road
Lima, OH 45801-3340
(419) 221-1262
Fax: (419) 225-5184

Barb Blass
Early Childhood
Coordinator-HMG Contract
Manager
bblass@acbdd.org

www.acbdd.org

POSITION TITLE: Maintenance Foreman

SALARY RANGE: \$48,000 - \$60,000

DUTIES: To oversee all of the daily functions of facilities, grounds and equipment.

To assure that the Board's physical facilities/grounds are structurally sound, safe, and secure environments; to assure Board equipment is well maintained, safe, and appropriately inventoried.

Supervises and trains custodial staff, including preventative maintenance, in order to maintain the facilities, grounds and equipment in a safe and acceptable fashion.

Performs minor electrical, plumbing, H. V. A. C. and equipment repairs. Replaces ballasts, light fixtures, motors, fans, switches, lights and related items; repairs or replaces plumbing fixtures including sinks, toilets, pipe systems, and general devices.

Receives work orders from appropriate management staff, schedules and assigns work to custodial staff or completes as independently as needed.

Performs preventative maintenance on facilities, grounds and equipment.

Make recommendations regarding large purchases of maintenance equipment and capital items/repairs. Orders appropriate custodial/maintenance supplies. Works cooperatively with the Director of Business for budgeting/paying expenditures/projecting future needs.

Assist Safety Chairman as needed with internal/external inspections and maintaining compliance. Accepts 24 hour on-call responsibilities for Security and Fire Monitoring and Smart Temps monitoring (IT/School Kitchen) of the Ada Road Campus.



The Allen County Board of Developmental Disabilities does not discriminate in the provision of services or employment because of race, color, religion, sex, age, disability, national origin, ancestry, or veteran status.

DUTIES (cont.):

Establish and maintain effective working relationships with custodial staff, all Board staff, tenants and contractors. Deal courteously with the public, architects and inspectors.

Operate the agency boilers and maintain the appropriate licenses. Maintain other licenses or certifications as required.

Attend and when necessary, lead in-service meetings.

Interview and recommend potential custodial employees for hire.

Performs other related duties as required.

QUALIFICATIONS:

High school diploma required. Technical school training in the applicable areas of repair is helpful.

One to three years as a supervisor required and one to three years experience as maintenance or custodial worker.

Have mathematical, clerical, and computer skills.

Skill and ability to troubleshoot/reset air conditioning, repair and service plumbing, make electrical repair and service and do carpentry.

Skill and ability to read blueprints.

Skill and ability to repair engines and maintain them.

Skill and ability to maintain grounds, maintain and service various types of pumps, maintain boilers, maintain and repair heating systems, maintain and repair pneumatic controls, repair and maintain hydraulics.

Skill and ability to do computer networking (writing portion).

Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.

Ability to use the following machines and equipment: yard equipment, snow removal equipment, HVAC tools, power tools, hand tools, computer and software, network termination tools and trucks.

Receipt of acceptable criminal background checks from the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI).

Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.

Must provide proof of liability insurance on personal vehicles.

Must maintain a current Ohio Department of Agriculture Commercial Applicator License (6C, 8, Core).

Must be physically capable to lift, carry, and move individuals served, including children, adolescents, and adults in a safe manner, according to in-service training.

Must actively promote teamwork and good public relations in my interactions with individuals served, parent/families, parent organizations, fellow employees, advocates, community organizations, service providers, all other DD industry agencies & the general public.

Must make positive contributions which promote the achievement of the Allen County Board of Developmental Disabilities and Marimor School mission and goals to facilitate a positive working environment.

Must abide by all policies and procedures of the Allen County Board of Developmental Disabilities.

This position has been deemed to be safety sensitive. Must pass drug screening tests and physical requirements as set forth.

May be exposed to hazardous conditions such as: communicable diseases, physical assault, road conditions caused by inclement weather, etc.

RESPONSIBLE TO: Director of Business

HOURS: Flexible - Typically Monday – Friday 6:00 AM – 2:00 PM but may vary dependent on emergencies, required meetings or supervisory/training needs

CONTACT: Chris Calvelage, Human Resource Manager
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385, Ext. 1247

DATE POSTED: May 24, 2017

**FINAL DATE FOR
ACCEPTING
APPLICATIONS:** Until May 31, 2017**

**APPLICATION/
TRANSFER
PROCEDURE:**

****Persons presently employed by this agency must submit an *Application for Internal Job Posting*.**

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resources Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdds.org.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER / DRUG FREE WORKPLACE