

# **Head Custodian**

Full-Time / M-F, 40 hours

The Seneca County Board of Developmental Disabilities is looking for an experienced maintenance/custodian to join their rewarding team!

## **Requirements:**

- Pass a physical ability exam.
- Valid State of Ohio driver license and vehicle insurance.
- High school diploma or GED
- Knowledge or experience in plumbing, HVAC, electrical, and painting.
- Experience working with/around individuals with developmental disabilities is a plus.

## **Duties:**

- Perform and/or direct all routine maintenance and repairs to SCOC building, grounds, and equipment.
- Assure all mechanical, electrical, and plumbing equipment in the building is properly maintained, working, and inspected as needed. This includes sewer pump, fire extinguishers, etc.
- Ensure sidewalks, driveways, parking areas, and entryways to buildings are maintained and free of obstructions, debris, ice, and snow.
- Groundskeeping, including mowing, weed eating, planting, trimming, mulching, etc.
- Clean and disinfect classrooms, restrooms, cafeteria, kitchen, hallways, and vestibules daily.
- Move furniture, equipment, and supplies as needed. Assist with setup/teardown of events as needed.
- Collect trash and solid waste from buildings for removal.
- Respond promptly to calls for assistance.
- Unlock the building every workday morning.
- Maintain records for preventative maintenance. Order supplies as necessary.
- Requisition bids for repairs requiring specialized assistance.
- Ensure security of the building, and respond to security calls, and complete safety checks, and drills as directed by administration.

If you meet the qualifications, please email your resume to [igarza@senecadd.org](mailto:igarza@senecadd.org)