



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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470 Center Street • Building 4 • Chardon, Ohio 44024-1071

*Job Opportunity #1918*  
*Post from November 1, 2021 until filled*

*Position:* **Technology Maintenance**  
*Department:* Maintenance - Buildings & Grounds  
*Pay Grade:* 10  
*Compensation:* \$19.87

*Definition:* Under general supervision of the Operations Manager, is primarily responsible for technology support and operation and maintenance of equipment and systems; Performs other related duties as required.

*Typical Examples of Duties & Percentage of Time:*

- 40-45% Oversees the technology maintenance and repair of equipment and systems to include security, Door control, cameras, plumbing, electrical, freezers, HVAC, Boilers, communication and other systems; Ensures compliance with all applicable codes, safety standards and procedures;
- 25-30% Identify, troubleshoot and diagnose observed and reported equipment failures; Consult with vendors on warranties, service agreements and repair contracts; Develop and maintain a list of available resources for technological support;
- 15-20% Performs building and maintenance functions including carpentry, painting, wood work and concrete work, etc.; performs routine grounds maintenance, removes snow and ice from lots and walkways, Operates various types of vehicles and equipment;
- 5-10% Develop a schedule for routine preventative maintenance and general repair and replacement; Establish a catalogue of current computer equipment and software within the maintenance function; Maintains an accurate inventory of computer hardware and software that belongs to the county; Establish effective life for hardware and software and remove from service at appropriate intervals;
- 5-10% Prepare cost and labor estimates for projects; Assists in the inspection and approval of projects; Determines methods and procedures; Remains technically competent through active participation in training and support procedures; Performs other related duties as required.

*Knowledge, Skills and Abilities:*

Knowledge of (1) technology applications and computer systems; (2) a variety of building maintenance methods, practices and techniques, tools, materials and equipment used in work; (3) departmental safety and OSHA policies and procedures;

Skill in (4) use of personal computers and related software applications; (5) the use of tools, equipment, power woodworking tools, and machinery of various skilled trades;

Ability to (6) analyze, evaluate and correct technology and equipment systems issues and malfunctions (7) follow verbal and written instructions (8) perform manual labor tasks; (9) maintain preventative maintenance records; (10) complete safety training as required by federal, state and local standards; (11) to calculate fractions, decimals and percentages; (12) maintain preventative maintenance records; (13) prepare meaningful, concise and accurate reports.

*Suggested Training and Experience Requirements:*

Associate's degree (or an equivalent technical diploma/certification) in electrical or building technology or a related field with 5 years of related experience in an information technology setting; Or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

May work flexible hours based on needs of agency.

Must possess valid State of Ohio driver's license and maintain acceptable record.

Requires moderate but not constant physical effort, typically involving some combination of climbing and balancing, prolonged standing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing or pulling objects and materials.

Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Is subject to inside and outside environmental conditions.

Submit a resume and *Application for Employment* to the Geauga County Commissioners, Attn: HR Administrator #1918, 470 Center St Bldg. 4, Chardon, OH 44024. Details and application form at [www.co.geauga.oh.us](http://www.co.geauga.oh.us).