



*Ashland
County
Department of Job
& Family Services*

*Director J. Peter
Stefaniuk*

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www.ashlandjfs.org

*Ashland County JFS is
an equal opportunity
employer and does not
discriminate on the basis
of race, color, national
origin, sex, sexual
orientation, genetic
information, religion,
age, disability, or
military status in
employment or the
provision of services.*

FULL-TIME JOB OPPORTUNITY

Position: Maintenance Repair Worker 2
Full time: \$17.10 - \$20.52
Division: Maintenance

Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team.

Primary Duties (non-exclusive): Performs interior custodial duties for the agency (e.g. sweeping, mopping, waxing and trash removal); performs exterior groundskeeping duties (e.g., mowing, trimming hedges, raking leaves, etc. as needed); performs minor vehicle repairs on all agency vehicles; performs skilled and semi-skilled maintenance, replacement, minor installation and repair of interior and exterior parts of the building, furniture, and equipment, including but not limited to plumbing, electrical, and carpentry repairs; moves, lifts and installs workstations and special event setup; removes snow and ice from agency grounds; completes and maintains work-related documentation; inspects buildings and equipment for needed repairs or replacements and performs systematic and routine preventative maintenance of equipment; conducts inventory assessments as needed; performs other duties as assigned.

Qualifications: (1) One year of experience in performing general maintenance tasks (e.g., basic & semi-skilled electrical, plumbing, carpentry, heating and cooling and masonry repair, and use of associated hand and power tools); (2) Formal education in arithmetic that includes addition and subtraction and reading and writing common English vocabulary; (3) Use of computer and excel spreadsheets and knowledge of computer connections; (4) A valid Ohio driver's license (5) All positions are subject to employment verification, criminal background check, fingerprinting, alcohol and drug screening, motor vehicle report check, SACWIS AP search, and approval by the Ashland County Commissioners.

WHY WORK FOR ACDJFS?

- **Health Care Benefits**
- **Flexible Scheduling**
- **Generous Leave** - personal leave available for immediate use; compensatory time; vacation time; sick leave incentive program allowing accrual of additional leave or pay every 90 days.
- **Longevity Pay Increases**
- **OPERS**
- **Positive and Supportive Environment**

How to Apply: Interested candidates should submit: (1) a cover letter (2) a resume (3) a list with three professional references (4) and a completed civil service application to Linda Allton via email: Linda.Allton@jfs.ohio.gov or by mail at: 15 West Fourth St., Ashland, Oh 44805.