

ERIE COUNTY

JOB POSTING #2020-032

POSITION: FT Office Manager, Custodial
Coordinator

DEPARTMENT: Facilities

SALARY: \$20.13/hr. depending on
experience

POSTING DATE: 8:00 a.m., November 23, 2020

CLOSING DATE: 4:30 p.m., November 27, 2020

MINIMUM REQUIREMENTS


Associates degree in Business Administration of related field and/or combination of education and job-related knowledge. Knowledge and ability to follow safety practices and procedures as outlined by OSHA and EPA. Ability to operate all custodial equipment after appropriate operation and safety training as required in performance of training and modernization of custodial equipment. Maintain ability to use various office machines, including computer and computer software. Ability to communicate effectively both orally and in writing at the supervisory level. Ability to work with minimal supervision; ability to organize time and set priorities. Skill in performing routine clerical duties such as filing and typing; ability to type a minimum of 40 correct words a minute; Knowledge of the English language, i.e. grammar, punctuation and spelling. Ability to proofread; ability to perform simple mathematics and to calculate fractions, decimals and percentages. Ability to follow oral and written instructions. Valid driver's license. Erie County resident preferred.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, www.eriecounty.oh.gov, where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 11/27/2020. EOE/AA/ADA

Approved for Content


11/16/2020

Approved for Posting


11/17/20

2020-032 ERIE COUNTY JOB OPENING ANNOUNCEMENT

Where Applications Taken:

Erie County Human Resources Office
 Erie County Services Center
 Second Floor, Room 210
 2900 Columbus Avenue
 Sandusky, Ohio 44870
 Office Hours:
 8:00 a.m. till 4:30 p.m.
 Monday through Friday

Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg
Ohio Business College	B.V.R.
Goodwill	Health Department
Local Newspaper	NAACP
SHS Vocational Education	C.A.C.
All County Bulletin Boards	Your Job Store

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

DEPARTMENT:	Facilities	POSITION: FT Office Manager, Custodial Coordinator
POSTING DATE:	8:00 a.m., Monday November 23, 2020	LOCATION: 2900 Columbus Avenue Sandusky, OH 44870
CLOSING DATE:	4:30 p.m., Friday November 27, 2020	WORKING HOURS: 7:30 a.m. – 4:00 p.m. or 8:00 a.m. – 4:30 p.m. Monday thru Friday
EFFECTIVE DATE:	A.S.A.P.	SALARY: \$20.13/hr. depending on experience

Description of the Job:

Under the direction of the Buildings and Grounds Superintendent, the Office Manager/Custodial Coordinator performs the administrative and technical responsibilities for the Facilities Department and is responsible for the overall day to day custodial services. In addition, the Office Manager/Custodial Coordinator is the focal point for the department on correspondence and interaction with the public, customer service and various departments within the County. This position also provides administrative support to section supervisors within the department.

Essential Functions to be Performed (including, but not limited to):

- Prepare weekly reports for maintenance and custodial sections to the senior staff level as required.
- Type (and/or draft) correspondence, reports, resolutions and other material of a technical or confidential nature.
- Assists section supervisors with scheduling appointments and meetings and maintains department calendar(s).
- As needed, assists with department special projects, including research and collection of data as assigned.

Essential Functions to be performed: (continued)

- As needed, assists with telephonic and written correspondence, answering calls and handling as required.
- Assist Building and Grounds Supervisor with coordinating and scheduling inspections and preventative maintenance contracts.
- Fill in and schedule work in absence of the Building and Grounds Supervisor.
- Occasionally may be required to fill in as a custodian to insure safety/cleanliness of the facilities.
- As directed, provide orientation and training of all custodial workers in each facility.
- Schedule, dispatch, and/or assign both maintenance and custodial personnel duties, as needed, to specific buildings.
- Input supply inventory into Maintain 2000 computer program.
- Responsible for maintaining and organizing inventory of supplies at each location.
- Mix and distribute cleaning chemicals with the new dispenser system.
- Shall work various shift hours to review custodians at work on 1st and 2nd shifts or fill in as working custodian.
- Consult with Buildings and Grounds Superintendent on needed repairs and maintenance noted by staff.
- Provide contact with the general public, office visitors, and officials, serving as the liaison for the County/Finance Administrator and section supervisors.
- Perform basic payroll duties, processing of invoices, compiling records and reports and maintain facility file folders.
- Responsible for maintaining department budget, encumbering for line items as needed.
- Schedule training and prepare corresponding documents as needed.
- Maintain an efficiency level on computerized programs that enhance the department's time management needs, which include Microsoft Office and related purchase order system and budgetary spreadsheets.
- Secure quotes and purchase all materials for maintenance and custodial sections as required.

Other Tasks Which May be Assigned:

- Maintain familiarity with the public bid specification process.
- Research and gather data (minutes, resolutions, etc.) as requested by the County/Finance Administrator, section supervisors, and the general public.
- Dispatch and control the workforce through two-way electronic communication.
- Attend seminars relating to work responsibilities and safety.
- After operation and safety training, may operate a forklift and pallet jack to receive and store stock items.
- Assign personnel to clean and set up meeting rooms, when requested.
- Makes recommendations regarding commendations to disciplinary actions.
- As directed, participates in and make recommendations in the selection of candidates for all vacant custodial positions.
- Perform other related duties as assigned.

Minimum Qualifications:

- Associates degree in Business Administration of related field and/or combination of education and job-related knowledge.
- Knowledge and ability to follow safety practices and procedures as outlined by OSHA and EPA.
- Three to four years' experience in overseeing day-to-day custodial services.
- Ability to operate all custodial equipment after appropriate operation and safety training as required in performance of training and modernization of custodial equipment.
- Ability to maintain confidentiality concerning work related information in a professional manner.

Minimum Qualifications: (continued):

- Maintain ability to use various office machines, including computer and computer software.
- Ability to develop and maintain effective people skills and working relationships with supervisors, the general public, and subordinate staff.
- Experience in the operation of a computer.
- Ability to communicate effectively both orally and in writing at the supervisory level.
- Ability to work with minimal supervision; ability to organize time and set priorities.
- Skill in performing routine clerical duties such as filing and typing; ability to type a minimum of 40 correct words a minute; Knowledge of the English language, i.e. grammar, punctuation and spelling.
- Ability to proofread; ability to perform simple mathematics and to calculate fractions, decimals and percentages.
- Ability to follow oral and written instructions.
- Valid driver's license.

Preferred Qualifications:

- Five plus (5+) years' working experience in overseeing custodial services.
- Erie County resident preferred.

Physical Requirements:

- Alternate frequently between sitting/standing/walking/crawling/climbing throughout an eight (8) hour workday.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Climb onto step ladder.
- Lift/carry minimum of twenty-five (25) pounds.
- Push/pull with at least twenty (20) pounds of initial force.
- Bend/squat/crouch/kneel

WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE