

Conneaut Port Authority
General Maintenance Person Job Description

A General Maintenance Person is responsible for the upkeep, repair, and overall functionality of buildings, facilities, and equipment, ensuring a safe and efficient environment. They perform a wide variety of tasks-ranging from plumbing and electrical fixes to painting and groundskeeping-that do not require a specialized licensed tradesperson.

Job Summary

We are seeking a skilled and reliable General Maintenance Person to join our team. You will be responsible for preserving the good condition of our infrastructure and ensuring that facilities are safe and functional. The ideal candidate will have a solid understanding of basic plumbing with strong problem-solving skills and a proactive approach to repairs.

Key Responsibilities

- **Preventative Maintenance**
 - Conduct regular inspections of premises, machinery, and equipment to identify issues before they cause breakdowns.
- **General Repairs**
 - Perform minor repairs, including fixing leaks, unclogging drains, repairing drywall, painting, and fixing doors/locks.
 - Light electrical and plumbing
- **Facility Setup**
 - Moving, setting up, and repairing docks.

Requirements and Skills

- **Technical Knowledge**
 - Basic understanding of light electrical, plumbing, and carpentry trades.

- **Tool Proficiency**
 - Experience using hand tools (hammers, wrenches, etc.) and power tools (drills, saws, etc.).
- **Physical Stamina**
 - Ability to lift 50 plus pounds, climb ladders, stand/walk for long periods.
- **Soft Skills**
 - Strong communication, proactive problem-solving, and time management skills.

Typical Working Conditions

- Work is performed in both indoor and outdoor environments in all types of weather.
- May be required to work weekends, evenings, or be on-call for emergency repairs.
- Involves working around machinery, in cramped spaces, or at moderate heights.

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