



*Ohio's Leader in Municipal
Tax Collection & Administration,
Serving Taxpayers & Local
Governments **Since 1971***

JOB OPPORTUNITY

We are looking for an accountable individual with excellent organizational skills and works with a high level of service orientation to join our growing team!

Resumes will be accepted **through December 1st** (end of business day, 5:00 PM)

JOB TITLE:	MAINTENANCE/JANITOR
CLASSIFICATION:	NON-EXEMPT
GRADE:	GRADE 1 (\$15.02/hr.)
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	BUILDING/MAINTENANCE SUPERINTENDANT
LOCATION:	BRECKSVILLE

About the Role: The purpose of this position is to maintain the cleanliness, operation and safety of the Agency's facilities through the performance of routine maintenance and a variety of cleaning tasks.

About RITA: The mission of the Regional Income Tax Agency ("RITA") is to provide Ohio cities and villages with a high quality, cost effective municipal tax collection service. We are guided in our work by our vision to be the best and top choice for municipal tax collection in Ohio.

RITA is an OPERS employer that offers low monthly premiums for health benefits for employees, spouses and dependents with no monthly cost for dental and vision coverage. The Agency makes bi-annual contributions to employees' Health Savings Accounts. Additional benefits include paid vacation and paid sick leave, including for mental health, along with 3 personal days provided on the anniversary of the employee's hire date. The initial 3 personal days are provided upon successful completion of the 180-day Introductory Period and then again at the second anniversary and each anniversary thereafter. Employees also have access to an employee assistance program.

Work Environment: You will be assigned to work out of RITA's Brecksville office. Our dress in the office is professionally casual – jeans are welcome. We thrive on collaborative work, and we are best as a team with each person doing their part.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Performs daily cleaning activities throughout the Agency's facilities. Examples include but are not limited to cleaning restrooms and kitchens, vacuuming, mopping, etc.
2. Performs general repairs that do not require a specialized technician throughout the Agency's facilities. Examples may include but are not limited to repairing drywall, painting, repairing doors and other fixtures, etc.
3. Performs routine maintenance throughout the Agency's facilities. Examples may include but are not limited to replacing light bulbs.
4. Inspects and identifies equipment or machines in need of repair.
5. Collects and empties trash across the Agency.
6. Disinfects commonly used items like door handles, railings, kitchens, etc.
7. Performs snow and ice removal during inclement weather.

8. Follows procedures for the use of chemical cleaners and power equipment to ensure proper and safe usage.
9. Assists Building/Maintenance Superintendent as necessary.
10. Submits requisitions for supplies and materials needed for repairs and maintenance.
11. Performs related work as directed.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, the Agency reserves the right to revise the job or to require that other or different tasks be performed as assigned.

PHYSICAL REQUIREMENTS:

The individual assigned to this position must be able to complete all physical requirements of the job, with or without a reasonable accommodation, which include, but are not limited to the following:

- Frequently moves equipment, supplies and other materials weighing up to 60 pounds throughout the Agency's office locations.
- Frequently services equipment or accesses/stores materials that may be under desks, cabinets, tables, closets, etc.
- Frequently ascends/descends ladder and stairs in the performance of duties.
- Frequently moves throughout the Agency's office location and, at times, travels to other office locations.
- Occasionally works in outdoor weather conditions (e.g., shoveling snow in the winter, or working on repairs outside in the summer).

About You: High school diploma or GED; supplemented by up to six (6) months previous experience and/or training; or an equivalent combination of education, training, and construction experience.

How to Apply: Please submit your resume to RITAJobs@ritaohio.com no later than 5 PM on December 1st. Only qualified individuals being considered will be contacted for an interview.

The Regional Income Tax Agency (Agency) is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel decisions are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic. In compliance with the Americans with Disabilities Act, the Agency will seek to provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Agency.