



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 14, 2015

CLOSING DATE: AUGUST 28, 2015

TITLE: PART-TIME GENERAL MAINTENANCE WORKER I GRADE: 108

DEPARTMENT: LIBRARY

BARGAINING UNIT: AFSCME Clerical/Technical

ENTRY RATE: \$10.38/HOUR, \$10,796/YEAR

HOURS PER WEEK: 20

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school diploma or GED equivalent. Ability to lift 50 pounds. Adequate physical health to withstand rigorous activity.

CONDITION OF EMPLOYMENT:

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.

DEFINITION OF CLASS:

Under supervision performs all janitorial operations required for the care of offices and work areas of the Blasco Library.

DUTIES & RESPONSIBILITIES:

Duties involve custodial work including emptying trash receptacles, cleaning of restrooms, mopping floors, dusting furniture and vacuuming carpets. Responsible for maintaining all custodial supplies including paper towel, hand soap and toilet tissue dispensers. Maintains inventory of all cleaning and custodial supplies. Performs related duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Ability to read and follow directions on labels for various cleaning products. Must be able to lift 50 pounds.