



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: OCTOBER 23, 2015

CLOSING DATE: NOVEMBER 6, 2015

TITLE: MAINTENANCE WORKER III

GRADE: 112

**DEPARTMENT: OPERATIONS/
COUNTY FACILITIES**

BARGAINING UNIT: AFSCME Clerical Technical

ENTRY RATE: \$11.20 /hour, \$21,840 /annual HOURS PER WEEK: 37.5

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 or trade school graduate or equivalent training in building maintenance trades. One year experience in building maintenance. Knowledge of electrical, mechanical, plumbing, carpentry, masonry, painting, and other basic disciplines. Knowledge of heating, ventilating, and air conditioning. Possession of current driver's license. A skills assessment test will be conducted to verify qualifications.

CONDITION OF EMPLOYMENT

The selected candidate will be **pre-employment required** to obtain, at their own expense, three (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. **This pre-employment requirement applies to all County employees exercising their bidding/bumping rights.**

DUTIES & RESPONSIBILITIES:

Repairs and maintains Courthouse and/or other buildings without direct supervision except in major changes requiring outside help. Drives snow plow (straight stick). Notifies building superintendent concerning need for major repairs or additions to lighting, heating, and ventilating equipment. Inspects machinery and mechanical equipment for defects. Dismantles machinery or equipment to gain access to defective parts, and repairs them, using hand tools. Inspects all safety devices and is responsible for monthly fire equipment inspection. When required may be asked to do work of lower grades.

The above statement 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:

Must be able to follow facts, definitions, mathematical skills needed for measuring and computing percentages. Ability to make very close tolerance adjustments to equipment. Heavy physical exertion in handling heavy tools and materials. Ability to apply learned techniques to new situations. Ability to advise lower level employees in procedures.

DEFINITION OF CLASS:

Responsible independently or working as a crew leader for a variety of maintenance duties including repairs and operational maintenance of County buildings and grounds. May be assigned tasks not necessarily included in this job description.