



Employee Job Description

Department: Maintenance/Building and Grounds

Position Title: Maintenance III

Pay Classification: TCC 7 (\$19.07/hr. - \$21.87/hr.)
Full Insurance and Paid Time off Package
County Pension

Reports To: Facilities Manager

Date of Job Description Creation/Update: 03/12/2025

Overall Descriptions of the Position:

Technical position covering actual maintenance, repair, replacement and alterations to all County buildings and facilities including assignments at the County Prison.

Position Requirements:

- ◆ Knowledge of electrical principles and wiring specifications codes, familiarity with drawings and wiring diagrams.
- ◆ Knowledge of methods, practices, tools and equipment involved in the maintenance of buildings including plumbing, carpentry, and masonry.
- ◆ Knowledge of the hazards and safety precautions required in this type of work.
- ◆ Ability to plan work and estimate needs and costs accurately.
- ◆ Ability to work with and direct other personnel assigned to help on any particular task.
- ◆ Must be able to lift 50lbs frequently, up to 100lbs occasionally
- ◆ Must be able to work from ladders, lifts, and in confined spaces
- ◆ Must be able to stand, sit, walk, bend, twist at will
- ◆ Must have a current and valid Drivers License

Position Duties:

- ◆ Performs electrical and mechanical repairs such as repairs and replacements of light fixtures and electrical circuits.
- ◆ Performs necessary carpentry such as building walls, installing drywall, installing ceilings, ect.

- ◆ Performs necessary plumbing such as repair, replacement and installation of plumbing fixtures.
- ◆ Performs painting, staining and finishing duties.
- ◆ Performs clean-up and custodial duties as needed.
- ◆ Prepares estimates of cost of proposed items of repair, replacement or new installations along with recommendations regarding projects.
- ◆ Performs such other related duties and tasks as may be assigned or required.
- All other duties as assigned

How to Apply:

Please send a letter of interest, salary history, resume, and completed standard County of Mercer Application for employment to:

Mercer County Human Resources
17 Courthouse
Mercer, PA 16137

Deadline to Apply: April 30, 2025