



Employee Job Description

Department: Maintenance/Building and Grounds

Position Title: Maintenance III

Pay Classification: TCC 9 (\$20.21/hr. - \$23.58/hr.)
Medical Insurance and Paid Time off Package
County Pension

Reports To: Facilities Manager

Date of Job Description Creation/Update: 06/06/2025

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:

- ◆ Minimum of four years' experience as a Maintenance Tech required
- ◆ 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, masonry, HVAC, and electrical trades
- ◆ Knowledge and skilled use of basic specialized tools
- ◆ 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 alone or with others as part of a team/crew
- ◆ Ability to direct other personnel assigned to help on any task
- ◆ Must be able to lift 50lbs frequently, up to 120lbs occasionally
- ◆ Must be able to work from ladders, lifts, and in confined spaces
- ◆ Must be able to stand, sit, walk, bend, crouch, and twist at will
- ◆ Must have a current and valid Driver's License
- ◆ Must be able and willing to work in all weather conditions

Position Duties:

- ◆ Performs electrical repairs such as replacement of light fixtures, electrical circuits. Single phase and 3 phase wiring and troubleshooting, including low voltage 24 vdc to high voltage 480 vac.
- ◆ Performs Construction tasks such as, new construction walls, demolition of old construction, ability to install new plumbing and electrical, with knowledge of building

codes and requirements, window and door installation and repair including block windows, bulletproof glass windows, block, and brick installation.

- ◆ Performs HVAC tasks such as the ability to troubleshoot, diagnose, install replacement parts, Ability to adjust and maintain units. Maintain balance of chemicals in the hot water boiler loop and all filters associated with the heating and cooling water loops.
- ◆ Performs Masonry tasks such as, prep for slabs and other types of concrete pours, ability to calculate for amount of material needed, knowledge of types and mixes of concrete and mortar based on the type of job being performed, ability to finish concrete properly w/ knowledge of ADA requirements.
- ◆ Performs some heavy equipment operations, such as digging and grading with excavators, skid loaders, front loaders, and other types of heavy equipment as needed.
- ◆ Performs snow removal with ability to operate all plow vehicles efficiently and in a timely manner, diagnose and repair plows and equipment as needed.
- ◆ Performs Mechanic tasks, such as ability to diagnose maintenance vehicles, perform minor repairs as needed.
- ◆ Performs Locksmithing such as making cores, changing cores, and cutting keys. Responsible for issuance and accurate inventory and tracking of all county keys.
- ◆ Performs periodic building and equipment inspections.
- ◆ Fabrication and welding with Arc and Mig welders.
- ◆ Performs painting, staining, and finishing duties.
- ◆ Performs preventative maintenance on Buildings and equipment.
- ◆ Performs ground keeping including cutting and trimming grass, tree and shrub maintenance, weeding and mulching of flower beds, and pressure washing as needed.
- ◆ Maintain work order system, inventory of all equipment, parts, and assets using the Asset Essential program.
- ◆ Assist with Supervision of up to 5 community service workers in the Intermediate Punishment program and assist as needed.
- ◆ Assist with building security as needed or required.
- ◆ Assist the County Elections Office as needed or required with equipment transport, delivery and pick up for both the primary and general elections.
- ◆ 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
125 S. Diamond St., Ste. 17
Mercer, PA 16137

Deadline to Apply: June 30, 2025