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## Employee Job Description

Department: Mercer County Jail

Position Title: Facility Maintenance/Correctional Officer (Full Time)

Pay Classification: JCO 00-01 (\$19.25 Starting)  
Raise after 6 Months to \$20.91 and at one year to \$21.72

Full Benefit Package Includes: Paid Vacation and Paid Sick time; Medical, Dental, Vision, Short Term Disability, Life Insurance (Single and Family level plans) and participation in the Mercer County Retirement System Pension Plan

Reports To: Warden and Deputy Warden(s)

Date of Job Description Creation/Update: 8/14/2025

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### **Overall Descriptions of the Position:**

Maintenance personnel are responsible for maintaining the facility and overseeing inmate work crews in maintenance, housekeeping, and repair work in a correctional facility, including ground maintenance. Emphasis is placed on performing and recording a preventive maintenance program and responding to emergency repairs. Applicants must communicate effectively with staff, contractors, and other technicians. Maintenance personnel will be required to work weekends and occasional overtime.

### **Position Requirements:**

Applicants must be a minimum of 21 years of age and possess a high school diploma or its equivalent.

Must have experience or training in at least two of the building trades: carpentry, electrical, masonry, painting, plumbing, or HVAC. Two years of experience in general maintenance or facility maintenance is required. A technical or vocational training certificate in maintenance related field is preferred.

Must be able lift up to 50 lbs. and able to work from ladders, lifts, and in confined spaces.

Must have a valid driver's license.

Must satisfactorily complete pre-employment testing, a physical examination, a drug test, and a background check to be considered for employment.

Should possess these personal qualities: interpersonal communications skills, alertness, dependability, mechanical knowledge, and the ability to resolve problems.

Must possess good verbal and written communication skills and exhibit a willingness to learn computer operations.

Must be willing to be exposed to a physically challenging environment, which may include: exposure to blood borne and airborne pathogens, physical and verbal assault, loud noises, prolonged sitting or standing, and restricted movement within or outside the facility.

Trained personnel must be able to respond appropriately to emergencies in the prison, which may include the following: assaults, fires, riots, disturbances, natural disasters, medical emergencies, and hostage situations.

Applicants will be required to supervise inmates during maintenance and housekeeping assignments.

Applicants will be required to attend and complete basic correctional training at an approved Department of Corrections training facility.

Basic knowledge of methods, practices, tools, and equipment involved in the maintenance of plumbing, carpentry, masonry, electrical, and HVAC systems.

Knowledge of hazards and safety precautions associated with maintenance and repair of facilities and related equipment.

Ability to work with other personnel assigned on a particular task.

Ability to learn and operate computer systems and software programs related to specific mechanical equipment or maintenance procedures located in the facility.

### **Position Duties:**

Performs minor electrical and mechanical operations such as repair and replacement of fixtures, electrical components, switches, and electrical circuits.

Perform general structural repairs such as wall repair, installation or repair of ceilings, flooring repairs, repair or replace door or window hardware and components, and roofing repairs.

Perform installation, repairs, and maintenance to plumbing components such as fixtures, pipes, interior and exterior drains, and related plumbing mechanisms.

Perform painting, staining, and other finishing duties.

Perform ground maintenance and operate appropriate types of equipment as the seasons dictate (mowers, snow removal equipment, etc...).

Perform preventative maintenance on all required facility equipment according to the manufacture's guidelines.

Perform custodial and clean-up duties as required.

Diagnose mechanical failures and coordinate or perform repair actions with the facility manager.

Maintenance personnel will be required to operate a variety of equipment such as: computers, general office equipment, radios, fire extinguishers, intercom systems, telephones, emergency life support equipment, and specialized maintenance equipment.

Perform other related tasks and duties, not specifically outlined, as assigned by the Warden/Deputy Warden(s), their designee, or Facilities Manager.

All other duties as assigned

**Physical Requirements:**

- Must be trained on and be able to perform weaponless self-defense and restraining techniques
- Must be trained on and be able to perform the operation and use of restraining devices
- Must be trained in and be able to perform initial first aid services to inmates as needed
- Regularly walk, stand or stoop; occasionally lift, carry, push, pull or otherwise move objects weighing up to and over 100lbs.
- Use tools and equipment requiring a high degree of security
- Walk, stand, crouch or run on narrow, slippery inclining or erratically moving surfaces
- Stair climbing required (all cell pods are 2 levels)
- Sit and stand for sustained periods of time
- Must pass a physical and drug and psychological post employment offer
- Must pass a criminal background check post offer of employment.

**Full on-Site Training Program:** The Mercer County Jail is a state approved training center for Corrections Officers. All training will be provided on-site at the Mercer County Facility. No travel for training is required.

**How to apply:**

**All interested applicants must print and complete the Standard County of Mercer Application for employment.**

Please send the completed standard application, a letter of interest, salary history, resume, and three references to the following:

Mercer County  
HR Department  
125 S. Diamond Street, Suite 17  
Mercer, PA 16137

**Deadline to Apply: August 31, 2025**

Must be postmarked by Deadline date