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## Job Description

Department: Maintenance/Building and Grounds  
Position Title: Maintenance I  
Pay Classification: TCC04 (Entry \$18.12/hr.)  
Full Insurance and Paid Time off Package  
County Pension  
Reports To: Facilities Manager

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### **Position Summary:**

Semi-technical position, performing but not limited to, basic maintenance tasks, lawn care, snow removal and some housekeeping duties as needed. This is a training phase of maintenance and will sometimes work under the Maintenance III or Facility Manager's direction.

### **Major Duties:**

- Willingness and ability to learn the Maintenance trades.
- Basic knowledge of electricity and mechanical work.
- Basic knowledge of hand tools and power tools.
- Knowledge of the hazards and safety precautions required in this type of work.
- Ability to work directly with Maintenance III and Facility Manager to learn the trades.
- Must have basic cleaning skills and the knowledge of cleaning equipment.
- 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 work in all outside weather conditions.
- Must be able to stand, sit, walk, bend, twist at will
- Must have a current and valid Driver's License

### **Responsibilities:**

- Willingness and ability to learn electrical and mechanical repairs under supervision of Maintenance Tech III and Facility Manager, such as repairs and replacements of light fixtures and electrical circuits.

- Willingness and ability to learn building trades such as, building of walls, installation of drop ceilings, installation of doors and windows, and masonry repair/replacement as needed.
- Willingness and ability to learn 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.
- Performs snow removal as needed, using powered snow removal equipment, shovels and more.
- Performs lawn maintenance, such as mowing, trimming, weed pulling, mulching and more.
- Moving of confidential files to and from Archives.
- Delivery of supplies to offices and buildings.
- Performs other related duties and tasks as assigned or required.
- All other duties as assigned.

**To Apply:**

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County  
HR Department  
125 S Diamond Street, Suite 17  
Mercer, PA 16137  
[hr@mercercountypa.gov](mailto:hr@mercercountypa.gov)

Applications can be submitted via USPS, e-mail, or hand delivered.

**Deadline to Apply: Position posted until filled**