



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JANUARY 27, 2012

CLOSING DATE: FEBRUARY 10, 2012

TITLE: MAINTENANCE WORKER IV (2 OPENINGS)

GRADE: 118

DEPARTMENT: OPERATIONS

BARGAINING UNIT: AFSCME Clerical/Technical

ENTRY RATE: \$11.70/hour, \$22,815/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, plus one year experience in building maintenance in general. Knowledge of electrical, mechanical, plumbing, carpentry, masonry, painting, and other basic disciplines. Prior experience with geothermal heating and cooling systems. Certification of education, license and skill as plumber, or electrician, or journeyman carpenter with ability to read and work from architectural blue prints. Possession of a water tender's license within one year of date of employment or at a later time to be determined by the Employer. 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.**

KNOWLEDGE, SKILLS, & ABILITIES:

Must be able to follow facts, definitions, mathematical skills needed for measuring and computing percentages, and read and work from architectural blue prints. 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. Must have knowledge of commercial wiring and/or plumbing.

DUTIES & RESPONSIBILITIES:

Performs a full skill range of work involving carpentry, electrical or plumbing/pipefitting. Renovates from architectural blueprints. Repairs and maintains all library facilities with the without direct supervision. Inspects machinery and mechanical equipment for defects. Dismantles machinery or equipment to gain access to defective parts, and repairs them. Notifies building superintendent concerning need for major repairs or additions to lighting, heating, and ventilating equipment. Inspects all safety devices and is responsible for monthly fire equipment inspection. Drives snow plow (straight stick). Sets up tables, chairs and equipment for programs in the auditorium and all other meeting/programming areas of the facility. Operates a wide range of audio-visual equipment for outside groups using the auditorium, primarily on nights and weekends. When required may be asked to do work of lower grades.

The above statements 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.

DEFINITION OF CLASS:

Responsible independently or working as a crew leader in a variety of maintenance duties including renovations, repairs and operational maintenance of Main Library/Museum complex building and grounds and all library branch buildings. May be assigned tasks not necessarily included in this job description.