



County of Jefferson – Employee Job Description

Department: Maintenance

Position Title: Maintenance Worker
4160-090

Pay Classification: \$15.85/hour
Minimum of 40 hours per week
County Pension
Insurance Benefits
12 Paid Holidays per year
Paid Time Off (Personal, Sick, & Vacation)

FLSA Status: Non-Exempt
Non-Union

Reports To: Maintenance Director

Objective:

To perform general maintenance duties at all county buildings; to ensure the physical buildings and grounds are maintained for safety and security.

Qualifications:

- A. Education/Training:
1. High School Diploma or equivalent required.
 2. Must have a valid driver's license.
- B. Work Experience:
1. 1-2 years work experience preferred.

Background Clearance:

Valid Pennsylvania State Police and/or FBI clearance.



County of Jefferson – Employee Job Description

Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language as well as follow oral and written instruction.
2. Must possess initiative and problem-solving skills.
3. Must possess the flexibility to function both independently and efficiently with general public, government officials, staff, and others.
4. Must maintain personal integrity.
5. Must possess the ability to multi-task while meeting deadlines.
6. Must maintain confidentiality in regards to county information and records.
7. Must possess the technical knowledge of operating personal computers and other office equipment as necessary with accuracy and reasonable speed.
8. Must possess thorough knowledge of the methods, practices, materials, and tools used in general maintenance and construction.
9. Must possess the ability to operate county vehicles and various equipment.
10. Must possess the knowledge to detect defects in equipment and make proper repairs.
11. Must possess a thorough knowledge of the occupational hazards and safety precautions involved in the installation, maintenance, and repair of electrical, plumbing, heating, and other cleaning and construction trades.

Physical and Mental Requirements:

1. Must be able to sit, stand, and walk intermittently throughout the workday with frequent twisting, stooping, bending, reaching, grasping, and lifting/carrying objects weighing 25-50 pounds necessary to carry out essential job duties.
2. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs/torso as necessary to carry out essential job duties.
3. Must demonstrate emotional stability and the ability to cope with the physical and mental stress of the position.
4. Must be attentive to detail.
5. Must be able to work at elevated heights, frequently climbing extension or step ladders.
6. Must be able to work in tight spaces.

Duties and Responsibilities:

1. Performs general maintenance duties including but not limited to: changing light bulbs, mowing grass, shoveling snow from walkways and driveways, painting buildings/fixtures/other objects, collecting trash/recyclables, and transporting materials between departments.
2. Performs carpentry, mechanical, electrical, and plumbing repairs throughout the county buildings.
3. Checks equipment for proper operation, making minor adjustments as necessary.



County of Jefferson – Employee Job Description

Duties and Responsibilities (cont'd):

4. Conducts rounds to ensure safety within buildings and their surroundings.
5. Assists with set-up and clean-up of special events.
6. Operates computers and other office equipment as needed.
7. Attends meetings and trainings as required to maintain competency.
8. Performs other job-related duties as assigned.

Working Conditions:

1. Average indoor and outdoor exposure to noise, stress, and disruptions.
2. Normal indoor exposure to dust/dirt.
3. Subject to periodically work in adverse conditions depending on nature of the job assignment.
4. Subject to periodically work different shifts as required and subject to an on-call rotation for periods of one week at a time that may require periodically working beyond normal work hours.

Acknowledgement:

I am able to perform the essential functions of this position without an accommodation.

Yes_____ No_____ (Initial)

Jefferson County reserves the right to change or reassign job duties or to combine positions at any time. I further understand I am an at-will employee and this Job Description does not constitute a contract of employment.

Jefferson County is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, or any other category protected under applicable law.

I have read this Job Description and fully understand the requirements set forth herein. I hereby accept the titled position and agree to abide by the requirements set forth as well as policies and will perform all duties and responsibilities to the best of my ability.

(Employee Signature)

(Date)

(Employer Signature)

(Date)