

AFSCME  
CARBON COUNTY

Bulletin No. 08

DATE: **November 2, 2018**

APPLICATIONS WILL BE RECEIVED AT THE OFFICE OF THE UNDERSIGNED IN ACCORDANCE WITH ARTICLE XII OF THE CONTROLLING AGREEMENT:

TITLE OF POSITION: Maintenance II

LOCATION: Building/Grounds (Court House Complex), Jim Thorpe, PA

ASSIGNED SHIFT: Monday – Friday 7:00 A.M. – 3:30 P.M.

RATE OF PAY:

Start	\$ 17.06
60 Days	\$ 17.57
12 Months	\$ 18.11
12 Months	\$ 19.06

Rate for Internal Transfers shall be based on transferee's years of service and the wage scale applicable to the position.

**TEST MAY BE ADMINISTERED**

DUTIES OF ASSIGNMENT: See Attached

THIS Bulletin is to remain posted for a period of ten (10) days from above date (to be removed the close of business November 16, 2018), after which the vacancy will be filled, subject to the provisions of article XII of the controlling agreement.

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Human Resources Director

**CARBON COUNTY  
AFSCME POSTING – 08**

**Maintenance II**

November 2, 2018

OVERALL OBJECTIVE OF JOB:

To perform general maintenance duties and repairs duties and to provide some security within the buildings and grounds of the County.

ESSENTIAL FUNCTIONS OF JOB:

1. Performs maintenance and repair duties as required on various buildings or areas and equipment.
2. Stocks department supplies.
3. Checks equipment for proper operation, and makes minor adjustments if necessary.
4. Makes rounds to ensure safety within buildings.
5. Transports materials to/from proper departments; clears loading dock area.
6. Changes light bulbs as needed.
7. Checks air conditioning and refrigeration units and charges as necessary.
8. Installs equipment as needed.
9. Removes snow manually from walkways and entranceways, or removes snow from other areas and/or cuts grass, as required.
10. Makes plumbing, electrical, heating and air conditioning repairs.
11. Makes repairs to damaged equipment.
12. Operates power equipment and hand tools to perform essential job duties.
13. Paints required fixtures, buildings and other objects as directed.
14. Performs carpentry duties as assigned.

QUALIFICATIONS:

A. EDUCATION/TRAINING:

High school diploma plus trade school training in electrical, plumbing, carpentry and painting required. **CDL/Air Brakes Endorsement Driver's License may be required.**

B. WORK EXPERIENCE:

1-2 years experience in a maintenance environment preferred.

WORKING CONDITIONS:

1. Works with average indoor and outdoor exposure to noise, stress and disruptions.
2. Normal indoor exposure to dust/dirt; below normal when cleaning air ducts.
3. Subject to periodically working different shifts as required.
4. Subject to periodically working in adverse conditions or various outdoor elements depending on nature of job assignment.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to stand and walk intermittently for long periods throughout the workday, with occasional sitting, bending, twisting, stooping, climbing, carrying, pushing, pulling, reaching and grasping and driving as necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
4. Medium work, with frequent lifting/carrying of objects weighing from 25 - 50 pounds; occasionally lifts 100-pound oxygen tanks.
5. Must demonstrate emotional stability.
6. Must be able to move frequently throughout the work day.
7. Must have average strength and physical endurance and ability to lift up to 100 pounds as necessary.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
3. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
4. Must possess knowledge of the methods, tools and practices used in general maintenance and construction.
5. Must possess knowledge and ability to detect defects in equipment and make proper adjustments.
6. Must possess knowledge of the occupational hazards and safety precautions and the ability to exercise skill in the care and use of various tools and equipment.
7. Must possess ability to utilize County vehicles and various equipment such as a snow blower, tractor, hand tools, drill press, etc.
8. Must possess ability to follow oral and written instructions.
9. Must possess ability to accurately and safely complete general repairs and maintenance on heating, air conditioning and plumbing needs.
10. Must possess ability to operate county vehicles used for maintenance and to plow snow in winter and cut grass in spring and summer.
11. Must have considerable knowledge of local codes and regulations and ability to trouble shoot problem areas.