

# WAYNE COUNTY

## Full-Time Maintenance I

**Job Summary:** This position is Full-time maintenance staff with general physical custodial and basic maintenance activities. Assist with setting up and taking down tables, chairs, etc for meetings and events; maintain landscapes, significant mowing/outside maintenance in summer months; maintain, repair & keep sidewalks free of snow & ice in winter. General duties also include minor repair and basic construction assistance, food pantry activities, painting as well as pick-up and delivery of materials and supplies.

Work under the direction of the Maintenance Director and Supervisor and in conjunction with other members of the maintenance and custodial staff. Maybe assigned to one location or need to float between county buildings based on work orders and job assignment. Duties will change based on assignment of projects/work-load and will be completed as assigned by the Maintenance Director and Supervisor.

### Essential Job Functions:

1. Have the ability to perform basic custodial and maintenance functions.
2. Have a working knowledge of the proper & safe use of hand and power tools.
3. Have the ability to lift a minimum of eighty (80) pounds.
4. Maintain a clean, organized, and safe working environment including the control of all tools in use.
5. Ability to follow directions and work independently of other staff on assignments.
6. Possess a valid Pennsylvania driver's license and provide own transportation is necessary.
7. This position requires heavy physical activity as well as communication skills. Completion of forms, inventory filing and other written reports are required.

Normal work day is 7:00 a.m. to 3:00 p.m. Monday to Friday. Schedule may vary depending on special projects or county-wide department needs, winter weather schedule may also require early or later work times.

Position classified Full-time with 7.5 hour work day, 37.5 hours per week and ½ hour lunch period. \$ 10.50 per hour starting wage. Full-time benefits as prescribed by Wayne County.

Please forward applications to the Chief Clerk, Vicky J Botjer, 925 Court St., Honesdale, PA 18431 or in person at the Wayne County Commissioners Office. Applications will be accepted until January 27, 2016

