

# Somerset County Technology Center

## JOB DESCRIPTION FORM

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**POSITION TITLE:** Maintenance Worker

**REPORTS TO:** Maintenance Supervisor

**SUMMARY:** Full-time, hourly position which involves providing for the cleanliness, maintenance, and security of the Technology Center.

### Duties and Responsibilities

- Motor vehicle operation
- Forklift operation
- Cleaning as assigned
- Handle and use assorted chemicals associated with cleaning and repairs
- Mowing and grounds keeping
- Snow removal and ice treatment
- Boiler tending
- Shoveling coal & removing ashes
- Maintenance and operation of vehicles and equipment
- Ability to perform basic electrical, HVAC-R, plumbing, carpentry, and masonry maintenance and repair
- Perform preventative maintenance to facility and grounds equipment
- Floor stripping and waxing
- Monitoring doors and locking internal and external doors
- Providing for building security
- Handle shipping/receiving duties including delivering packages to recipients
- Other related duties as assigned by Maintenance Supervisor

### Job Requirements:

- Capable of working shifts, lifting not to exceed fifty (50) pounds, climbing/working on ladders/scaffolding, and working with minimal supervision

### Minimum Qualifications:

- High school diploma or GED
- Demonstrated ability to read, write, measure, and add fractions
- Good communication skills
- Good customer service skills
- Valid motor vehicle operator's license with clean driving record
- Possess or be eligible for Act 34 Criminal History Record Check; Act 151 Child Abuse History Check; and FBI fingerprint clearances
- Verification of a positive work and attendance history