



Maintenance II

Department: Facilities Management

Revised: August 11, 2025

Work involves a variety of tasks and assistance to maintain and repair the physical plant and grounds, such as painting, carpentry, minor heating and cooling systems repair, minor electrical and plumbing repairs. Work is performed under close supervision a majority of time. Individual performs other duties as assigned by the supervisor.

SPECIFIC DUTIES

- Replace faucet washers, sink traps, urinals and commode diaphragms, wax rings and toilet seats.
- Repair minor electrical problems and replaces light bulbs and fluorescent tubes.
- Maintain fountain equipment, water level, treatment and upkeep.
- Update drawings, charts and any other records necessary as the building layout and components change.
- Perform preventative maintenance on HVAC equipment.
- Assist other maintenance workers.
- Prepare paints, stains and treats a variety of surfaces.
- Rearrange office spaces by reading prints, measuring, moving portable walls, doors and ceilings, construction or demolition of walls and move office furnishings.
- Help keep sidewalks, steps, and ramps passable during winter weather.
- Operate basic power and hand tools.
- Help with elections.
- Drive County trucks.
- Perform necessary custodial functions.

SUPERVISORY RESPONSIBILITIES

Individual supervises other Maintenance Worker(s) or a crew of unskilled workers when assigned to complete the above tasks.

WORKING CONDITIONS

Individual is on call during non-duty hours on a weekly rotating schedule. There is casual exposure to conditions which require strenuous physical exertion. There is casual exposure to uncomfortable weather conditions.

JOB REQUIREMENTS

- Fully qualified requirements include 3 years related experience.
- Ability to carry out simple oral and written instructions.
- Possession of a valid Pennsylvania driver's license.
- Must submit and pass a drug screening and background check per County policy.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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