

JOB ANNOUNCEMENT

Maintenance Director

Tioga County is currently accepting applications for a Maintenance Director. This position is full-time with benefits and will be performing oversight on all County buildings, bridges, equipment and grounds, and maintenance personnel. To apply for this position, please submit a completed application to the Human Resources office at 118 Main Street, Wellsboro, PA 16901. Applications can be found to be printed or submitted online on the County website www.tiogacountypa.us under the Human Resources tab or in person at Tioga County Courthouse.

Requirements:

- Plans and oversees daily work activities for all County Maintenance Personnel.
- Must have a working knowledge of facility systems including Mechanical, Electrical, Plumbing, HVAC, Masonry, Painting, Roofing, Grounds Upkeep and County Road Maintenance.
- Schedules and coordinates projects including design, bidding, and implementation.
- Works closely with outside contractors including obtaining contracts, scheduling, and approving work.
- Maintains and works within County Maintenance Budgets.
- Participates in Safety and Security Committees to promote safe secure facilities and work environments.
- Works closely with all other County Offices and Directors.
- Must be proficient in Windows, Microsoft Word, and Excel.
- Reports Directly to the Chief Clerk and County Commissioners.

Other Requirements:

PA State Child Abuse, PSP Criminal History and FBI Fingerprint Clearances Required.

High School Diploma or GED

Valid Driver's License

5 Years experience in the Maintenance field

2 Years experience in Supervision

Salary to be determined by experience and knowledge of the job requirements.

Deadline for applications is March 27, 2026.

Tioga County is an Equal Opportunity Employer.