

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: GROUND/UTILITY (M-4)
DEPARTMENT: Maintenance
REPORTS TO: Facilities Manager
REVISION DATE: 02/2021

REQUIREMENTS: Act 34/151 Clearances.

- a. Valid motor vehicle driver's license.
- b. Able to perform essential computer related tasks.
- c. Specific technical training related to duties, and demonstrated technical working experience.
- d. High school graduate.
- e. Act 34/151 Clearances.

TALENTS: This position requires the employee to desire to be of service to others, a need for expertise in their field and the ability to be a team player. In addition, the employee must be able to solve problems and be personally accountable for their work.

Job Statement: To maintain the physical plant and grounds in a clean, comfortable, safe, and attractive condition.

PERFORMANCE RESPONSIBILITIES:

1. Maintain and service the grounds:

- a. Lawn care and repair.
- b. Care of trees, shrubs, flower beds.
- c. Keep the grounds free from trash and rubbish.
- d. Keep driveways, parking areas, walkways, and entrances free of snow and ice and in good repair.
- e. Maintain tools and equipment in good operational condition.

2. Assist in maintenance and service of the facility (external and internal).

- a. Custodial - Perform routine functions and major and/or minor cleaning projects including all
 - i. responsibilities and tasks of the Custodian (C-1, C-2) as assigned, following established schedules.
- b. methods, and techniques while observing safe work practices.
- c. Painting, patching, caulking, sealing, glazing.
- d. Roof maintenance and repair.
- e. Maintenance of hardware, doors, windows, locks, lockers, and other structural elements in Good.
- f. operational condition.

3. Receive, store, distribute, account for, and disposal of equipment, materials, and supplies.

4. Assist in maintenance, replacement, repair, installation, alteration, construction, and testing:

- a. Electrical circuits, motors, transformers, appliances, and communication equipment.
- b. Heating, ventilation, air conditioning, and refrigeration systems, pipes, plumbing fixtures,
- c. draining
- d. and sewer lines.
- e. Mechanical equipment.

5. Operates and adjusts:

- a. Water supply systems.
- b. Energy management systems.
- c. Emergency systems.

6. Other duties may be assigned as needed.

BARGAINING UNIT CLASSIFICATION: M-4 TERMS OF EMPLOYMENT: 12 months, 20 hours per week.

I have reviewed the above job description and analysis and understand the requirements of the position.

Employee

Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law.