

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: MAINTENANCE MECHANIC M-2
DEPARTMENT: Maintenance
REPORTS TO: Facilities Manager
REVISION DATE: 2/2021

REQUIREMENTS: The skill level of the M-2 position is recognized as being higher and more comprehensive than the mechanical skills of the M-3 position, and the mechanic may be requested to take the lead in work tasks when assisted by others. In addition, the following is required:

1. Valid motor vehicle driver's license.
2. Able to perform essential computer related tasks.
3. Specific technical training related to duties, or two years of demonstrated technical working experience.
4. Working knowledge of National Electrical Code.
5. Have EPA 608 CFC certification or obtain within 90 days.
6. High school graduate.
7. Must have or be willing to get Act 34/114/151 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. Maintains, replaces, repairs, installs, alters, renovates, constructs, troubleshoots, tests, inspects, and operates:
 - A. Electrical circuits, motors, transformers, appliances, and communication equipment.
 - B. Heating, ventilation, air conditioning, and refrigeration systems, pipes, plumbing fixtures, drainage, and sewer lines.
 - C. Mechanical equipment, such as compressors, generators, furnaces, boilers, and other associated equipment.
2. Operates and adjusts:
 - A. Water supply systems.
 - B. Energy management systems.
 - C. Emergency systems.
 - D. Security systems.
3. Maintains and service the grounds and transportation equipment:
 - A. Lawn care and repair.
 - B. Care of trees, shrubs, and flowerbeds.
 - 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, equipment, and vehicles in good operational condition.
4. Maintains and services the facility structural components (external and internal).
 - A. Painting, patching, caulking, sealing, glazing.
 - B. Roof maintenance and repair.
 - C. Maintenance of hardware, doors, windows, locks, lockers, and other structural elements in good operational condition.
5. Receives, stores, distributes, accounts for, and disposes of equipment, materials, and supplies.

6. Assists with routine and special custodial duties when needed.
7. Initiate and/or complete required purchase orders, work requests, reports, and other documentation, which may be associated with the M-2 position.
8. Other duties as assigned.

BARGAINING UNIT CLASSIFICATION: M-2

TERMS OF EMPLOYMENT: 12 months, 40 hours per week.

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee

Date

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