

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

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

REQUIREMENTS:

- 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. Must have or be willing to get 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, and drainage.
 - c. and sewer lines.
 - d. 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

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