

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: CUSTODIAN C-1
DEPARTMENT: Maintenance
REPORTS TO: Facilities Manager
REVISION DATE: 10/2021

REQUIREMENTS: Must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess a capacity for physical endurance, a drive to be of service to others, a need to impose structure in their work and assume personal accountability for it. In addition, the employee should have the ability to build teamwork in their work group and a desire to gain the approval of others through well-done work.

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

Essential Job Functions:

1. Perform routine functions and major and/or minor cleaning projects as assigned following established schedules, methods, and techniques while observing safe work practices.
2. Perform major and/or project cleaning including cleaning and refinishing of floors, shampooing carpeted areas, washing walls, lights, windows, furniture, appliances, etc., as needed, scheduled or directed.
3. Perform minor mechanical, electrical and structural repairs, as expertise and time permits.
4. Maintain walkways, entrances, and steps including snow, ice and debris.
5. Maintain equipment to insure cleanliness and proper operation.
6. Observe, initiate, and report the need for repairs to the Facilities Manager.
7. Regulate heating and ventilation system temperatures to provide economical and safe comfort settings where required.
8. Assumes responsibility for securing all internal and external doors and turning off all unnecessary lights.
9. Maintain grounds as needed.
10. Conduct routine checks of critical areas to assure that electrical and mechanical systems are functioning properly.
11. Initiate and/or complete required purchase orders, work requests, reports, and other documentation.
12. Able to read and comprehend MSDS sheets and observe safe working practices as defined.
13. Responsible for calculation and measurement of products necessary to accomplish assigned tasks.
14. Perform other duties that may be assigned.

BARGAINING UNIT CLASSIFICATION: C-1

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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