

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: CUSTODIAN C-1
DEPARTMENT: Maintenance
REPORTS TO: Facilities Manager
REVISION DATE: 09/2025

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. Must maintain professional communication with staff, students, vendors, contractors and all other members of the community
2. Perform routine functions and major and/or minor cleaning projects as assigned following established schedules, methods, and techniques while observing safe work practices.
3. Must be capable of performing and providing mentorship when needed to others (Co-op Students) in the execution of tasks.
4. 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.
5. Perform minor mechanical, electrical and structural repairs, as expertise and time permits.
6. Maintain walkways, entrances, and steps including snow, ice and debris.
7. Maintain equipment to ensure cleanliness and proper operation.
8. Perform all duties and responsibilities with a safe and effective manner utilizing equipment within safety guidelines and keep up with all assigned training and actively participate in facility safety, emergency and operation, drills, events and exercises.
9. Must support and collaborate with instructional staff to support student success, program needs, student training programs and work-based learning opportunities.
10. Receiving, storing, distributing, accounting for, and disposing of equipment, materials, and supplies.
11. Observe, initiate, and report the need for repairs to the Facilities Manager.
12. Regulate heating and ventilation system temperatures to provide economic and safe comfort settings where required.
13. Assumes responsibility for securing all internal and external doors and turning off all unnecessary lights.
14. Maintain grounds as needed.
15. Conduct routine checks of critical areas to ensure that electrical and mechanical systems are functioning properly.
16. Initiate and/or complete required purchase orders, work requests, reports, and other documentation.
17. Able to read and comprehend MSDS sheets and observe safe working practices as defined.
18. Responsible for calculation and measurement of products necessary to accomplish assigned tasks.
19. Other duties as assigned by the Facility Manager or Administration.

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

PHYSICAL REQUIREMENTS:

Must be able to lift and carry objects weighing up to 50 pounds.

Must be able to climb ladders, work at heights, and access confined spaces.

Must be able to stand, walk, bend, stoop, kneel, and crouch for extended periods.

Must be able to work in various weather conditions including heat, cold, rain, and snow.

Must have sufficient visual and auditory acuity to safely perform duties and operate equipment.

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.

Revision date 9/25

Creation date 3/98