

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: COOPERATIVE EDUCATION/INTERNSHIP STUDENT
DEPARTMENT: Tech Works
REPORTS TO: ECTS Designated Supervisor
REVISION DATE: NA

TALENTS: This co-op opportunity is ideal for a student who is eager to learn through hands-on experience in a dynamic work environment. The role requires a willingness to engage in physically active tasks, a strong sense of responsibility, and a desire to contribute meaningfully to the team. The student should be motivated to bring structure and organization to their work, take ownership of their responsibilities, and strive for personal growth.

Job Statement: To assist ECTS personnel in completing tasks in an efficient and professional manner, adhering to all industry expectations.

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 projects as assigned following established schedules, methods, and techniques while observing safe work practices.
3. Perform or assist in daily tasks as needed, scheduled or directed.
4. Maintain equipment to ensure cleanliness and proper operation.
5. 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 safety, emergency and operation, drills, events and exercises.
6. Must support and collaborate with instructional staff to support program needs.
7. Observe, initiate, and report the need for repairs/service to the Designated Supervisor.
8. Maintain workspace as needed, scheduled or directed.
9. Able to read and comprehend MSDS sheets and observe safe working practices as defined.
10. Responsible for calculation and measurement of products necessary to accomplish assigned tasks.
11. Other duties as assigned by the Supervisor or Administration.

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

Employee

Date

PHYSICAL REQUIREMENTS:

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

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Creation Date 11/25