

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: MAINTENANCE UTILITY M-4
DEPARTMENT: Facilities
REPORTS TO: Facilities Manager
REVISION DATE: 09/2025

QUALIFICATIONS: The skill level of the M-4 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 and may be requested to take the lead in work tasks when assisted by others.

In addition, the following are required:

- A. Valid motor vehicle driver's license.
- B. Able to perform essential computer related tasks.
- C. Specific technical training related to duties, or 6 months utility work experience.
- D. High school graduate.
- E. Must have or be able to get all clearances associated or necessary for working in a school to include but not limited to Act 34/151/114 Clearances.

JOB GOAL: To maintain the physical plant and grounds in an efficient manner and to keep the campus in a clean, comfortable, safe and attractive condition.

PERFORMANCE RESPONSIBILITIES:

1. Maintain professional communication with staff, students, vendors, contractors and all other members of the community.
2. Must be capable of performing and providing mentorship when needed to others (Co-op Students) in the execution of tasks.
3. Assists in operation and adjustments:
 - a) CMMS systems
 - b) Water supply systems
 - c) Energy management systems
 - d) Emergency systems
 - e) Facility operational equipment
4. Maintains and service the grounds and transportation equipment:
 - a) Vehicles
 - b) Lawncare equipment
 - c) Lawn care and repair
 - d) Care of trees, shrubs, flower beds
 - e) Keep the grounds free from trash and rubbish.
 - f) Keep driveways, parking areas, walkways, and entrances free of snow and ice and in good repair.
 - g) Service and maintain facility tools, equipment, and vehicles in good operational condition.
5. 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.
6. 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.
7. Must support and collaborate with instructional staff to support student success, program needs, student training programs and work-based learning opportunities.
8. Receiving, storing, distributing, accounting for, and disposing of equipment, materials, and supplies.

9. Assure the general upkeep of all buildings and grounds and perform custodial services on an assigned or needed basis, including all responsibilities and tasks of the Custodians (C-1, C-2).
10. Initiate and/or complete required purchase orders, work requests, reports, and other documentation which may be associated with the M-4 position.
11. Must be capable of performing and providing mentorship when needed to others (Co-op Students) in the execution of tasks.
12. Other duties as assigned by the Facility Manager or Administration.

BARGAINING UNIT CLASSIFICATION: M-4

TERMS OF EMPLOYMENT: 12 months, up to 29 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.

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