

**ERIE CATHOLIC SCHOOL SYSTEM**

**JOB TITLE: SCHOOL MAINTENANCE TECHNICIAN**

**REPORTS TO: SCHOOL PRINCIPAL AND CHURCH PASTOR/ADMINISTRATOR**

**POSITION STATUS: FT AND NONEXEMPT, SHARED WITH PARISH**

**Position Summary:**

The individual in this position is responsible for insuring the safe and proper maintenance of the parish school and church, carrying out routine maintenance of the facilities and grounds, overseeing contractors, and assisting with the cleaning of the school building as well as moving furniture and materials as needed.

**Required Qualifications:**

- High school or GED diploma

**Desired Qualifications:**

- Prior experience performing maintenance and janitorial duties
- Possess a Water Tender License (Boiler License) and minor electrical experience/credentials, or have the willingness to obtain them

**Essential Functions and Responsibilities:**

- Perform building maintenance including plumbing, electrical, carpentry and other HVAC work not requiring a licensed professional
- Moving and unpacking furniture and supplies
- Repair furniture and equipment
- Perform cleaning and other custodial functions, including the following floor waxing, carpet and furniture cleaning, shoveling
- May maintain school building grounds, including cutting and trimming grass; washing and cleaning windows; painting; snow removal; etc.
- Maintain a schedule and log of periodic (daily, monthly, yearly) activities
- Perform other duties as assigned by school principal and parish pastor/administrator

**Performance Factors/Job Competencies:**

- Ability to apply principle of logical thinking to a wide range of practical problems
- Understanding of varying maintenance best practices and procedures
- Knowledge of safety policy and procedures
- Fundamental mathematics skills
- Prioritize and efficiently complete tasks with minimal supervision
- Demonstrate adherence to the highest moral standards at all times

**Work Environment:**

The maintenance staff work both indoors and outdoors to accomplish daily tasks. This includes working in freezing temperatures during winter months and warm temperature in the summer months while performing grounds maintenance. Incumbents will be exposed to hazardous chemicals that are used in the daily custodial duties. This position requires the employee to spend the vast majority of the day on their feet. Candidates are required to have a vehicle and valid driver's license to attend job related duties.

**Physical Demands: (% of time):**

Standing: Frequently (>90%)

Sitting: Rarely (<10%)

Lifting: 0-20lbs. Often (30-60%); 20-50 lbs. Often (30-60%); Over 50 lbs. Occasionally (<20%)

Travel: Rarely (<10%)

Pushing/Pulling: Often (30-60%)

Manual Keying/Data Entry: Occasionally (<20%)

**Property and Confidentiality Requirements:**

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above is the property of the Erie Catholic School System. It may not be used for personal profit or gain and will be relinquished to ECSS upon termination of employment from ECSS. In addition, the person employed in this position shall maintain confidentiality with regard to the personal and private information about students, families, faculty, co-workers, administrators, programs and services, and any other proprietary information accrued as a result of ECSS employment or as required by applicable state or federal laws and regulations.

**Note:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**By applying for a position with the Erie Catholic School System of the Diocese of Erie, I \_\_\_\_\_, understand that, if eventually employed by the Erie Catholic School System of the Diocese of Erie, I agree to ongoing training (commensurate with the position) regarding Catholic moral and social teaching and agree that employment may be terminated if my actions or public statements cause scandal to the Erie Catholic School System or Diocese of Erie, are contrary to or hold up to ridicule the teachings of the Catholic Church, or interfere with the my responsibilities as a staff member at the Erie Catholic School System.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_