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Nancy Sadaly  
Assistant Superintendent

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**FOR CURRENT LOCAL 95 EMPLOYEES ONLY**  
**ASSIGNMENTS AVAILABLE FOR TRANSFER (3)**

**Title:** Building Engineer

**Location:** Harding (1); Strong Vincent (1); Central (1)

**Salary:**

| Building/Class             | New Employee Rate | End of 6 Month Probation Rate | Position Rate |
|----------------------------|-------------------|-------------------------------|---------------|
| Harding – Class IV         | 22.84             | 22.98                         | 23.14         |
| Strong Vincent – Class V-A | 25.35             | 25.49                         | 25.65         |
| Central – Class VI-A       | 26.92             | 27.09                         | 27.25         |

**Position Summary:** Under the general supervision of the school principal and chief engineer oversees and personally performs work required to maintain the school and adjacent grounds in a safe, sanitary and orderly condition. Performs a variety of custodial, grounds keeping, minor repairs, and related tasks associated with the upkeep of the facilities and grounds.

**Report to:** Chief Engineer/Supervisor of Maintenance

**Qualifications:**

- High School Diploma or equivalent
- 2 years of experience in a responsible position involving cleaning and maintaining building areas or equivalent training/knowledge
- **License:**
  - Harding/Strong Vincent - must have a valid 2<sup>nd</sup> Class Stationary Engineer's License
  - Central Tech – must have Chief Engineer's License
- **Knowledge of:**
  - Methods, materials, and equipment related to the cleaning and maintenance of various surfaces, furniture, and equipment common to schools
  - Safety practices relating to the handling, storage and use of chemical cleaning products and custodial equipment
  - Cleaning, sanitation, and health standards
- **Ability to:**
  - Operate common and specialized cleaning equipment and tools
  - Perform heavy physical labor to include lifting, pulling, pushing and working off ladder
  - Use hand and small power tools to accomplish minor repairs and adjustments
  - Work without direct supervision, maintain schedules, set priorities, organize tasks, coordinate and instruct the work of others

Erie's Public Schools  
148 West 21<sup>st</sup> Street  
Erie, PA 16502-2834  
P: 814.874.6000  
F: 814.874.6049  
[www.eriesd.org](http://www.eriesd.org)

*An Equal Opportunity Employer*

- Adhere to safety standards and safe practices especially in the handling and use of chemicals
- Maintain cooperative and productive working relationships through the use of courtesy and tact when dealing with others
- Carry out complex and/or multiple tasks, understand written and/or oral instructions
- Prepare accurate reports, maintain records

#### **Duties and Responsibilities:**

- Knowledge of all emergency shut off valves (gas, electric, water) throughout the school building is required
- Insure readiness of space for special and/or public meetings (chairs, tables, public address systems, and any other requested materials). Cleanliness and safety of all attending said functions will be provided, as well as, a courteous, cheerful and helpful attitude.
- Maintain chemicals in boilers at proper levels and adding boiler compounds as needed.
- Be available to assist Health, Fire, and State Boiler inspectors on a yearly basis. Keep records on file and send copies to Chief Engineer
- Assist with custodial duties. Helping with breakfast and lunch program, P.T.A. functions, cleaning of entranceways and windows. Assisting teachers with student desks. Waxing and buffing tile floors, shampoo carpets, vacuum carpets. Remove marks on walls. Removal of trash and recyclable. Cleaning blood spills and vomit as directed by the guidelines of The Erie School District and Health Department. Handling of cleaning tools, or equipment, both manual and power. Make sure tools are properly cleaned and maintained. Knowledge of cleaning and sanitizing agents/compounds, and safe use of them. Training custodians to perform tasks independently. Producing supply orders for cleaning supplies and maintenance of equipment.
- Meeting with principal for extra duties and to inform of any problems or concerns for the safety of the building
- Overall maintenance of building, such as, moving furniture, changing lights (in halls, classrooms, and all exit signs), setting up scaffolding to service ventilation systems in ceiling
- Keep all High School pools operational. Maintain acid levels and chlorine at the proper P.H. Keep accurate records of pool readings, which must be taken 6-8 times a day. Maintain pool pumps, filters, feeders, and keep a consistent water temperature. Vacuum bottom of pool, as needed.
- Schools with central air must keep chillers operational

**Evaluation:** Chief Engineer/Supervisor of Maintenance and/or Building Administrator

Interested applicants should apply in writing no later than 3:30 PM **JULY 1, 2016**, to the Human Resource Department, 148 West 21<sup>st</sup> Street, Erie PA 16502. Bargaining Unit personnel applying should provide Mr. Justin Brasington, Local 95, with a copy of their letter of interest.

POST: 8:00 AM JUNE 27, 2016

REMOVE: 3:30 PM JULY 1, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21<sup>st</sup> STREET, ERIE PA 16502, (814) 874-6080.