



## ERIE COUNTY BOARD OF DD Job Description

**Job Title:** Maintenance – Custodial Specialist  
**Department:** Community Engagement  
**Reports To:** Director of Community Supports  
**FLSA Status:** Overtime Eligible

**Normal Working Hours:** Full-Time, 40 hours per week. Employees will be assigned a work schedule; however, hours may vary based upon Agency and operational needs.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High School Diploma or GED Equivalent. Previous experience in plumbing maintenance electrical maintenance carpentry, and HVAC/boiler operation, maintenance.

**Certificates, Licenses, Registrations:** Valid Driver's License.

**Other Skills and Abilities:** Ability to work in a team environment and work independently, must be able to multi-task. Ability to develop and maintain effective working relationships.

**Essential Board Duties and Responsibilities** include the following.

- Installs, maintains, and repairs machinery, equipment and physical structures. Inspects and test machinery and equipment to detect malfunctions.
- Performs planned and preventative maintenance on machinery and equipment. Performs light maintenance including minor electrical and plumbing repairs, light carpentry.
- Performs custodial duties, including but not limited to sweeping, mopping, trash removal, scrubbing, stripping, waxing of all floors, housekeeping, cleaning, dusting, or waxing furniture, fixture, windows, glass and mirrors. Empties and cleans trash receptacle to maintain a clean, safe, and healthy environment for staff and visitors.
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- Maintains an adequate inventory of housekeeping supplies and paper products.
- Maintains grounds, including but not limited to routine landscaping, mulching, trimming, edging, pruning and other tasks.
- Operates equipment including but not limited to, county truck with snowplow.
- Maintains utility tractor and all attachments, snow blower, and other hand operated equipment and machinery.
- Assists in transporting furniture and equipment.
- Performs activities such as facility set up and tear down for meetings and events, painting, carpet care, conducting routine inspections of premise, assembling furniture and other equipment/items, installing equipment and other related duties to maintain board facilities and operations.
- Responsible for building security and reports door security reports, evidence of fire, illegal entry and/or theft of property.
- Attends and participates in staff meetings and training to obtain and provide information.
- Able to lift and/or move heavy objects and equipment manually or with mechanical assistance.
- May cover weekend activities as directed by supervisor.
- Assist with implementation of OSHA/BWC requirements.
- As assigned, checks and maintains building operations on weekends.
- As assigned, assist in snow removal during inclement weather.
- Attend required training and conferences as requested by supervisor.
- Provides exemplary customer service through courteous, responsive interactions with Board staff, community partners, and individuals and families receiving services.
- Adheres to Board policies and procedures.

ERIE COUNTY BOARD OF DD  
Job Description UPDATED 2/19/24  
Maintenance-Custodial Specialist



- Understands and practices professional ethics in keeping with the confidentiality of information and materials with which he/she may encounter.
- The forgoing is not intended to represent an exclusive listing of job duties and work characteristics included within the position. Other duties and work characteristics may be required which serve to meet the Board's operational and program activities.

**Physical Demands and Qualifications:** Frequently required to stand, walk, bend, squat, grasp, kneel, climb and reach. Frequently required to push/pull equipment with force equal up to 30 lbs. Regularly required to lift between 20 to 80 lbs. Occasionally required to lift up to 100 lbs. Required to tolerate outdoor weather conditions. Required to drive in inclement weather conditions.

**Work Environment:** May be exposed to blood borne pathogens, communicable diseases, potentially infectious and hazardous materials.

**Employee:**

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

**Supervisor/Board Representative:**

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_