

**WINOOSKI SCHOOL DISTRICT**  
**Job Description: MAINTENANCE TECHNICIAN**

***Date Approved/Updated:*** August 1, 2016

***Location:*** District Wide

***Job Group:*** Support Staff, Union

***Reports To:*** Facility Supervisor

***Summary of Position Responsibilities:*** This position will maintain the physical school plant and grounds, focusing on the heat/cooling systems.

***Essential Duties and Responsibilities:***

1. Maintain Heating and Cooling System of the District.
2. Manage and Maintain DDC Controls.
3. Maintain and Manage Filters throughout that district.
4. Perform Plumbing Repairs as needed.

***Other Duties and Responsibilities:***

1. Daily inspects the parking lot, walkways, lawn area and play fields as one reports or leaves work for broken glass, rubbish or items that need repair. Reports all problems to the Maintenance Supervisor.
2. Maintain lawns, shrubs and gardens as directed.
3. Maintain and line fields for athletic contests.
4. Periodically inspects playground, outside bleachers, and fitness trail equipment and properly records inspection.
5. Marks pavement as directed.
6. Installs and/or repairs signs, fences and bike racks as directed.
7. Keeps doorways clear of snow and properly salted or sanded as necessary.
8. Clears drainage ditches, swales and surface drains as necessary.
9. Properly maintains all maintenance equipment.
10. Completes painting projects and other special projects as directed.
11. Performs maintenance and repair work, maintaining a high standard of safety and efficiency of the buildings and grounds.
12. Keeps the maintenance shop area clean.
13. Other duties as assigned by the Facility Supervisor.

***Supervisory Responsibilities include:*** N/A

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**Qualification Requirements:**

*The requirements listed below are typical 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: A high school diploma or equivalent. Prior experience with plumbing, heating, cooling and other repairs. General knowledge of carpentry and electrical systems.

Certificates, Licenses, Registrations: Must hold a valid State of Vermont driver's license.

Language Skills: Aptitude to effectively communicate oral and written instructions.

Mathematical Skills:

Reasoning Ability:

Other Skills and Abilities: Be able to work on schedule without direct supervision. Must take pride in work and be self-motivated.

**Physical Demands:**

*The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

- Standing     Walking     Sitting     Lifting     Carrying     Pushing  
 Pulling     Climbing     Balancing     Stooping     Kneeling     Crawling  
 Crouching     Reaching     Handling     Fingering     Feeling     Talking  
 Hearing     Far Vision     Near Vision     Color Vision     Depth Perception     Repetitive Motion  
 Eye/Hand/Foot Coordination

**Physical Effort:** Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work</i> <b>XX</b>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

- Exposure to weather     Extreme heat     Extreme cold     Noise     Dust, vapors, fumes  
 Time constraints     Public contact     Deadlines     Travel     Inside work

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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***Terms of Employment:*** Per Collective Bargaining Agreement, State and Federal Statutes and Board policies.

***Compensation:*** As per Negotiated Agreement.

***Evaluation:*** Performance of this job will be evaluated in accordance with provisions of the Negotiated Agreement.

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