



VERMONT STATE COLLEGES

## Job Classification Description

### **MAINTENANCE TECHNICIAN III VSCSF**

**Grade 9  
Non-Exempt**

#### **BASIC FUNCTION**

To perform a wide range of skilled building repair and construction work on College buildings and grounds, with a primary focus on new construction, major remodeling and similar projects requiring skills at the master carpenter level; and/or, to supervise the daily activities of a small group or team of maintenance staff.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- \* Plan, supervise, and coordinate daily operations associated with assigned construction, renovation and repair projects.
- \* Perform a wide range of skilled carpentry and related trades work associated with the repair and construction of campus facilities, principally involving major repairs, remodeling and new construction projects, involving:
  - all types of rough and finish carpentry work, both interior and exterior (doors, windows, walls, ceilings, floors, stairways, roofs, fences, staging, framing, and the like);
  - concrete and masonry work (wall repair and construction, laying footings, concrete floors, etc.);
  - roof work (asphalt shingle installation and other roofing surfaces);
  - plaster and drywall work;
  - interior and exterior painting and staining, including surface preparation;
  - glass cutting and installation;
  - basic and skilled plumbing and electrical troubleshooting, repairs, upgrading, and installation.
- \* Regularly perform a variety of planning tasks related to assigned projects, including design of methods, determining and preparing estimates of cost and amounts of materials needed, time needed to complete work, and the like.
- \* Supervise the daily activities of other maintenance staff assigned to projects: train new employees; plan and issue daily assignments; monitor work in progress and check completed work; assist with difficult or unusual tasks; bring personnel problems to attention of supervisor.
- \* Oversee and assist as needed with cleaning up work areas, tools and equipment.
- \* Secure necessary supplies and materials for assigned jobs.
- \* Perform related duties as assigned.

Maintenance Mechanic III, continued

**SUPERVISION RECEIVED**

General supervision is received from the Maintenance Supervisor or other senior staff member.

**MINIMUM QUALIFICATIONS**

High school education desirable, plus seven to nine years of relevant training and/or experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- \* Extensive experience and excellent skills in all aspects of rough and finish carpentry. Some project estimating and supervision experience.
- \* Broad base of knowledge and skills related to the other building trades, including masonry and concrete foundation work, basic plumbing/wiring, heavy equipment operation, and the like.
- \* Ability to train and supervise the work of others.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

**6/93**