



**Cardigan Mountain School
Facilities Department**

Job Description

General Maintenance Technician

Revised: 4 November 2024

- I. Job Summary:** The General Maintenance Technician maintains and repairs basic building HVAC, electrical, plumbing systems, campus irrigation, potable water and wastewater utilities, general grounds and landscaping, and other miscellaneous systems, in accordance with Department operating procedures, standards and policies, and in conformance with State and Federal regulations, and assists with carrying out the general mission and tasks of the Facilities Department. This position schedule will include weekend coverage (Saturday, Sunday) plus three consecutive days during the week (Monday through Wednesday, or Wednesday through Friday). Hours during the week will be 0700-1530, weekend hours are flexible with no later than a 0700 start.
- II. Supervision Received:** Works under the general supervision of the Assistant Director of Facilities Operations and Maintenance, who assigns areas of responsibility, outlines policy, reviews work in progress and/or completion, and provides instruction as necessary.
- III. Supervision Exercised:** Leads other Department employees that may be temporarily assigned to assist with specific tasks and projects.

IV. Examples of Essential Duties:

(The list below is intended to be illustrative, but not exhaustive. The Facilities Department may assign the employee additional duties as may be required to meet the needs of the institution.)

- A. Operates and performs preventative and corrective maintenance on the following systems:

Primary Responsibility:

1. Performing work orders as assigned.
2. Completing mechanical rounds/inspections.
3. Light electrical work, as assigned.
4. Light mechanical work, and plumbing as assigned.
5. Grounds, landscaping, and labor.

Secondary Responsibility (most maintenance and repair performed by outside service contractors):

6. Building refrigeration systems (commercial kitchen and ice rink refrigeration).
7. Building plumbing supply and drain systems.
8. Commercial kitchen equipment.
9. Building fixed fire detection, alarm, and suppression systems.
10. Building elevator and lift systems.
11. Building electrical, lighting, and communications systems.
12. Campus grounds and athletic field irrigation systems.

- B. Establishes and maintains effective professional relationships with quality service providers to supplement the abilities and skills of Department forces. Responsible for serving as the Department's key point of contact with and overseer of outside service providers performing maintenance and repairs on assigned equipment and systems.
- C. Maintains parts and supplies inventory, material safety data sheets, service manual library, and operational and maintenance history logs for assigned equipment and systems.
- D. Trains other employees on the operation of and minor troubleshooting on assigned equipment and systems.
- E. Cleans assigned equipment and systems and associated mechanical spaces.
- F. Performs other Department duties which may be assigned, to include, but not necessarily limited to: vacation and absence stand-in for other Department personnel; general building maintenance; solid waste and recycling operations; support for special event set-up and take-down, and; winter storm event management.

V. Knowledge, Skills, and Abilities Required:

- A. Working knowledge of basic Grounds equipment not limited to: small tractors, excavators, mowers, and snow removal equipment.
- B. Ability to learn to operate, adjust, troubleshoot, and make minor repairs on stationary mechanical, hydraulic, refrigeration, pneumatic, and electrical equipment typically found in an institutional physical plant.
- C. Skilled in the use of hand and power tools, pipe threading and fitting, soldering, and light welding and metal fabrication.
- D. Ability to skillfully and safely operate motor vehicles, including light duty trucks and tractors with manual transmissions.
- E. Ability to read and interpret written instruction and technical manuals generally used in the execution of duties assigned, to read and interpret written instructions in the form of work orders, policies, rules, and regulations, and the ability to write legibly and clearly in the completion of log sheets, forms, reports, and other records.
- F. Ability to read and interpret technical blueprints and construction plans and sketches.
- G. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, to compute rate, ratio, and percent, and to solve simple algebraic, geometric, trigonometric, chemistry, and word problems.
- H. Ability to use PC based computer systems for communications and administrative requirements of the job. Competent with MS Word and Excel.
- I. Ability to work independently, plan, set priorities, efficiently schedule his/her own workday, and readily adapt as needed to meet changing priorities and the needs of the Department.
- J. Ability to establish and maintain effective working relationships with other employees, the ability to cooperatively work as a team player, and the ability to effectively and professionally communicate with faculty, staff, and parents while representing CMS in an official capacity.

VI. License and Certification Requirements:

Required (either upon hire or within a reasonable time period after hiring):

Motor Vehicle Operator's license.

VII. Minimum Qualifications Required:

High School diploma or equivalent, plus three (3) years of on the job experience in an industrial or institutional setting performing similar duties to that required in this job description, or any combination of education and experience which demonstrates possession of the required knowledge's, skills, and abilities.

VIII. Physical and Environmental Conditions:

(Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job, unless those accommodations would impose an undue hardship upon CMS.)

Must be able and willing to perform strenuous physical work under all climatic conditions, such as extreme heat and cold, high winds, rain, and snow. Duties may require, while wearing or using proper personal protective equipment: walking, standing, heavy lifting, twisting, bending, squatting, and kneeling, and may require crawling and climbing; work in garages and mechanical spaces and other dirty and greasy areas, in cramped positions, with exposure to fumes, loud noise, vibration, and other hazards from operating engines and equipment; work in trenches and excavations in wet and muddy conditions; work in confined spaces, such as drainage and sewer man-holes and structures; work in elevated areas on ladders and scaffolding; stair climbing; and heavy lifting of over 50 pounds. Repetitive motions of dominant upper limb and upper torso. Maximum lifting/carrying capacity of 80 pounds.

	Part of Day: Continuous Frequent Occasional		
	100%-67%	66%-34%	33%-1%
Lifting		x	
Carrying		x	
Bending		x	
Kneeling		x	
Squatting		x	
Climbing			x
Standing	x		
Walking	x		
Sitting			x
Reaching		x	
Driving		x	