



Maintenance Role Summary

Title: Maintenance

FLSA Status: Non-Exempt

Reports to: Director of Maintenance

Department: Operations

Classification: Hourly

Reviewed: April 27, 2026

INSTITUTIONAL PURPOSE & VISION

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 6 weeks to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

VALUES & STANDARDS

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

Cotter Schools challenges you to be the difference;

GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

GENERAL SUMMARY

This position serves to contribute to the overall mission of the organization by performing the maintenance and repair of all Cotter school buildings, grounds, vehicles, equipment, and provide safe surroundings for staff and students.

RESPONSIBILITIES & DUTIES

- Perform repairs and preventative maintenance for all Cotter buildings, including diagnosing and correcting mechanical issues or as assigned by the Director of Maintenance.
- Boiler start-up, clean & tear down, as well as boiler inspections & monitoring.
- Regular maintenance and inspection of equipment & machinery including but not limited to, bobcat, tractor, gang mower, lawn mowers, gas powered hand tools, air handlers, pumps, and school vehicles.
- Grounds keeping, snow removal, mowing, fertilizing, and sprinkler system maintenance.
- Minor plumbing and electrical repairs
- Set-up and tear down for events, including field prep as needed.
- Work with contractors when professional repairs are needed.
- Other duties as assigned by the Director of Maintenance.

QUALIFICATIONS AND SKILLS

- Extensive knowledge and understanding of building infrastructure.
- Ability to work professionally both individually and as part of a team.
- Be able to lift 50 pounds using proper lifting techniques.
- Be able to sit or stand for extended periods.
- Be able to bend body and arms in all directions to perform duties.
- Be able to ascend or descend a ladder while performing maintenance duties.
- Bend body at the waist to perform maintenance duties.
- Ability to work on knees on concrete, vinyl, and carpet surfaces.
- Must possess a valid drivers license.
- Personally respond quickly to emergency situations in all areas of the building, assess situation and take appropriate action.
- Demonstrate a strong positive work ethic.
- This is a fulltime, hourly position and has weekday hours (typically between 7:00am-3:30pm). This is a year-round position; however, part-time and/or seasonal hours are negotiable.

COMPENSATION AND BENEFITS

- Starting hourly wage \$20.00-\$22.00 per hour commensurate with experience.
- Competitive benefit package including Health and Dental, LTD, Life Insurance, vacation, tuition reduction, and matching retirement contribution.

HOW TO APPLY

- Complete our online application at <https://forms.gle/Gfb5eUVaKGdVB4j59>
- Questions about the position(s) you are applying for should be directed to John Wineski, Director of Maintenance at jwineski@cotterschools.org.
- This position is open until filled.