

Maintenance (M) Family

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Maintenance Series

Positions in the Maintenance Series provide the full range of assistance, coordination and oversight related to custodial, grounds, horticultural, pasture and farm maintenance and animal care activities in designated outdoor, public, residential and academic areas, and routine equipment operation and repair functions in support of University facilities.

Examples of work include: perform custodial functions, move/set up furniture, remove snow/ice from walkways and doorways, paint track surface, rake leaves and prune shrubs and trees, operate and provide first-line maintenance on heavy equipment, ensure work completion schedules are met, prepare cost estimates and order items for athletic teams, repair fencing and equipment, clean stalls, move or stack hay, mix and deliver feed, assist with milking activities, perform crop, field and yard operations, perform horticultural functions.

Maintenance Series Career Progression

Nature of Work

| WORKER | SPECIALIST | SPECIALIST SENIOR |
|---|--|---|
| Perform routine to general maintenance and repair functions in designated areas in support of University facilities | Perform general maintenance and repair functions in designated areas in support of University facilities | Perform specialized maintenance and repair functions and serve as lead worker in designated areas in support of University facilities |
| Use judgement in applying methods within established guidelines | Use detailed methods within established guidelines | Influence work processes and operations |
| Influence limited to context of position | May influence work processes | Use judgment in determining work activity and maintenance techniques within established guidelines |
| n/a | May use judgment in determining work activity and maintenance techniques within established guidelines | n/a |

Expertise

WORKER

Perform custodial functions in assigned outdoor, public, residential, research or academic areas

Operate equipment and power tools specific to designated work area

Use cleansing agents, disinfectants and related cleaning materials; may collect and prepare items for high temperature sterilization

Request and perform basic repairs, area maintenance or enhancements

Monitor, replenish or replace area inventory and supplies

Collect, deliver or transport materials to designated areas

Move/set up equipment, staging, furnishings or supplies and provide special services for events

May operate University vehicle on/off campus

SPECIALIST

Perform custodial and related functions in specific areas

Operate equipment and power tools specific to designated work area

Monitor performance of and maintain specialized equipment

Request and perform general repairs, area maintenance or enhancements

May perform minor carpentry, plumbing or painting

Use cleansing agents, disinfectants and related cleaning materials

Prepare areas for academic, athletic and general University functions

Move/set up equipment, furnishings, staging or supplies and provide special services for events

SPECIALIST SENIOR

Perform custodial and related functions in specific areas

Operate equipment and power tools specific to designated work area

Monitor performance of and maintain specialized equipment; request and perform specific repairs or enhancements

Use cleansing agents, disinfectants and related cleaning materials

Prepare areas for academic, athletic and general University functions

Develop schedules and perform inspections of equipment, facilities or related materials in designated areas

Maintain inventory and supplies; complete activity, equipment or reservation records, reports and documents

Issue locks, lockers and related facility materials and equipment to internal and external constituents

| | | |
|--|--|--|
| Use general knowledge of area guidelines | Assist in developing maintenance schedules and perform inspections in designated areas | May operate University vehicle on/off campus |
| n/a | Maintain and complete work activity, equipment or inventory records, reports and documents | Use thorough knowledge of area and regulatory guidelines |
| n/a | May operate University vehicle on/off campus | n/a |
| n/a | Use comprehensive knowledge of area guidelines | n/a |

Interaction

| | | |
|-------------------------------------|-------------------------------------|---|
| WORKER | SPECIALIST | SPECIALIST SENIOR |
| Participate in area safety training | Participate in area safety training | Participate in area safety training |
| n/a | n/a | May assist in training less skilled employees |

Supervision

| | | |
|--|--|--|
| WORKER | SPECIALIST | SPECIALIST SENIOR |
| May provide functional supervision to designated employees and/or affiliates | May provide functional supervision to designated employees and/or affiliates | May provide functional supervision to designated employees and/or affiliates |

Minimum Qualifications

| | | |
|---|---|--|
| WORKER | SPECIALIST | SPECIALIST SENIOR |
| High school diploma required | High school diploma and up to one year experience required | High school diploma and two years' related experience |
| Valid Vermont driver's license or ability to obtain, and driver's check may be required | Valid Vermont driver's license or ability to obtain, and driver's check may be required | Valid Vermont driver's license or ability to obtain, and driver's check required |

Maintenance Worker – Job Standard

This title is part of a career progression within the Maintenance Series consisting of Maintenance Worker, Maintenance Specialist, Maintenance Specialist Senior, and Maintenance Services Supervisor.

| | |
|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6091, 6093 |
| FLSA | Non-Exempt |
| Union Status | UE |

Job Overview

Perform routine to general maintenance and repair functions in designated areas in support of University facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform routine to general maintenance and repair functions in designated areas in support of University facilities; use judgment in applying methods within established guidelines; may assist in establishing cleaning/maintenance schedules and inspections in designated areas.

Request and perform basic repairs, area maintenance or enhancements based on general knowledge of area guidelines; collect, deliver or transport materials to designated areas; move/set up equipment, staging, furnishings or supplies and provide special services for events.

Perform custodial functions in outdoor, public, residential, research or academic areas; operate equipment and power tools specific to designated work area; use cleansing

agents, disinfectants, and related cleaning materials; may collect and prepare items for high-temperature sterilization; monitor, replenish or replace area inventory and supplies.

Maintain and may complete activity, equipment or inventory records, reports, and documents.

Participate in area safety training.

May operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma required. Valid driver's license or ability to obtain and driver's check may be required. Ability to occasionally lift up to 100 lbs and push/pull up to 80 lbs. may be required. Specific physical requirements may apply based on specific job functions. For positions in Custodial Services, initial employment is contingent upon successful completion of physical screening.

Maintenance Specialist – Job Standard

This title is part of a career progression within the Maintenance Series consisting of Maintenance Worker, Maintenance Specialist, Maintenance Specialist Senior, and Maintenance Services Supervisor.

| | |
|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6103 |
| FLSA | Non-Exempt |
| Union Status | UE |

Job Overview

Perform general maintenance and repair functions in designated areas in support of University facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general maintenance and repair functions in designated areas in support of University facilities; use judgment in determining work activity and maintenance techniques within established guidelines; assist in developing maintenance schedules and perform inspections in designated areas.

Monitor performance of and maintain specialized equipment; request and perform general repairs, area maintenance or enhancements based on a comprehensive knowledge of area guidelines; move/set up equipment, furnishings, staging or supplies and provide special services for events; may perform minor carpentry, plumbing or painting.

Perform custodial and related functions in outdoor, public, residential, research or academic areas; operate equipment and power tools specific to designated work area; use cleansing agents, disinfectants and related cleaning materials; prepare areas for academic, athletic, and general University functions.

Maintain and may complete activity, equipment or inventory records, reports and documents.

Participate in area safety training.

May operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and one year of experience required. Valid driver's license or ability to obtain, and driver's check may be required. Ability to occasionally lift up to 100 lbs and push/pull up to 80 lbs. may be required. Specific physical requirements may apply based on specific job functions. For positions in Custodial Services, initial employment is contingent upon successful completion of physical screening.

Farm Maintenance Worker – Job Standard

This title is part of a career progression within the Maintenance Series consisting of Farm Maintenance Worker, Farm Maintenance Specialist, and Farm Maintenance Specialist Senior.

| | |
|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6042 |
| FLSA | Non-Exempt |
| Union Status | UE |

Job Overview

Perform routine barn and equipment maintenance functions and provide routine care to designated animals in support of University farm facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform routine barn and equipment maintenance functions and provide routine care to designated animals in support of University farm facilities within established guidelines; perform daily barn activities and pasture maintenance; assist in unloading truck deliveries and provide for disposal of refuse; maintain records and monitor supply inventory.

Operate tractors and related farm equipment; perform routine maintenance and repairs to farm buildings and grounds, fencing, equipment, and machinery.

Provide routine care and feeding of designated animals; clean stalls, move/stack hay, prepare for and participate in breeding and/or milking activities.

Provide routine pasture maintenance and participate in related crop and field activities; may perform planting, weed control, soil sampling, fertilization or harvesting duties.

Respond to routine inquiries based on a general knowledge of departmental guidelines; may conduct public tours of facilities; may assist in preparing labs and demonstrations.

Participate in area safety training.

May operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and two- four years' related experience required. Valid driver's license or ability to obtain and driver's check may be required. Lifting of 25 lbs. frequently and up to 100 lbs. occasionally. Specific physical requirements may apply based on job functions.

Farm Maintenance Specialist – Job Standard

This title is part of a career progression within the Maintenance Series consisting of Farm Maintenance Worker, Farm Maintenance Specialist, and Farm Maintenance Specialist Senior.

| | |
|------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6052 |
| FLSA | Non-Exempt |

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|--------------|----|
| Union Status | UE |
|--------------|----|

Job Overview

Perform general to specialized barn, equipment and facilities maintenance functions and provide routine care to designated animals in support of University farm facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general to specialized barn, equipment and facilities maintenance functions and provide routine care to designated animals in support of University farm facilities; use judgment in prioritizing work within established guidelines; perform custodial services and comprehensive facilities, equipment, landscaping, and grounds maintenance; maintain records and monitor and order supplies.

Operate tractors and related heavy farm equipment; perform general to specialized maintenance and repairs to farm buildings and grounds, fencing, equipment, and machinery; perform basic carpentry, plumbing, electrical, welding, and mechanical repairs.

Provide routine care and feeding of designated animals; mix and deliver feed and assist with milking activities.

Provide landscaping and grounds maintenance; design and plant garden beds, maintain yards, walks, and driveway areas; participate in crop and field activities; apply pesticide applications.

Respond to and address inquiries based on a comprehensive knowledge and understanding of University guidelines.

Participate in area safety training.

Operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and two years' related experience required. Specialized license or the ability to obtain required. Valid driver's license or ability to obtain and driver's check required. Lifting of 25 lbs. frequently and up to 100 lbs. occasionally. Specific physical requirements may apply based on job functions.

Farm Maintenance Specialist Senior – Job Standard

This title is part of a career progression within the Maintenance Series consisting of Farm Maintenance Worker, Farm Maintenance Specialist, and Farm Maintenance Specialist Senior.

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|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6062 |
| FLSA | Non-Exempt |
| Union Status | UE |

Job Overview

Facilitate and perform specialized barn, equipment and facilities maintenance functions and provide routine care to designated animals in support of University farm facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform specialized barn and equipment and facilities maintenance functions and provide routine care to designated animals in support of University farm facilities; use judgment in

prioritizing work and in applying operational processes within established guidelines; facilitate access, use, and maintenance of facilities; evaluate and make recommendations related to construction, facilities modifications, repairs, and equipment; maintain records and monitor and order supplies.

Operate tractors and related heavy farm equipment; perform specialized maintenance and repairs to farm buildings and grounds, fencing, equipment, and machinery; perform specialized carpentry and basic plumbing, electrical, welding, and mechanical repairs.

Provide routine care and feeding of designated animals; mix and deliver feed and assist with milking activities.

Provide landscaping and grounds maintenance; design and plant garden beds, maintain yards, walks, and driveway areas; perform crop, field and yard operations; apply pesticide applications.

Respond to and address inquiries based on a thorough knowledge and understanding of University guidelines; may respond to requests for events scheduling or facility tours; may provide instruction to students related to facility maintenance.

Participate in area safety training.

Operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and three years' related experience and specialized licensure required. Valid driver's license or ability to obtain and driver's check required. Commercial Driver's License (CDL) or ability to obtain may be required. Lifting of 25 lbs. frequently and up to 100 lbs. occasionally. Initial and continued employment may be dependent on satisfactory results of alcohol and drug testing.

Maintenance Services Supervisor – Job Standard (Alternate Career Progression)

This title is part of a career progression within the Maintenance Series consisting of Maintenance Worker, Maintenance Specialist, Maintenance Specialist Senior, and Maintenance Services Supervisor.

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|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6152 |
| FLSA | Exempt |
| Union Status | |

Job Overview

Provide operational oversight and coordination of designated services in support of University athletic facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide operational oversight and coordination of designated services in support of University athletic facilities; use judgment in prioritization of workflow and in application of operational processes; develop schedules, oversee and monitor equipment/facilities maintenance and ensure maximum effectiveness of services.

Oversee and monitor equipment and facilities maintenance, repairs/installations; complete special internal work requests.

Prepare cost estimates and order items for athletic teams, physical education programs and those required for repairs to equipment/facilities and inventory; monitor usage of supplies; may administer budgets.

Coordinate services with internal and external constituents; oversee individual and group facility arrangements and specific daily operations; obtain supplier and vendor recommendations and pricing.

May operate University vehicle on/off campus.

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree and three to five years' related experience required. Valid driver's license or ability to obtain and driver's check may be required. Specialized certification may be required.

Maintenance Project Coordinator – Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Maintenance Series.

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|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6171, 6173 |
| FLSA | Non-Exempt |
| Union Status | |

Job Overview

Coordinate repairs, maintenance, and/or renewal projects in support of designated University facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Coordinate repairs, maintenance, and/or renewal projects in support of designated University facilities; use judgment in prioritizing workflow.

Assist in facilities management activities; conduct facility inspections, assess damage, perform cost analysis, and determine project feasibility; initiate work orders and

perform/coordinate repairs and equipment maintenance; coordinate window washing, painting, and related projects with internal maintenance personnel and external vendors.

Maintain inventory and related records; monitor project budgets related to supplies, paint program, and screen/window repairs and replacement.

Coordinate purchase, receipt, delivery, and dispersal/installation of furniture-related facility requirements, equipment, and supplies; may inspect and tag materials/items for damage; may conduct product and equipment testing; use desktop applications.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree and three to five years' related experience required. Specialized license may be required.

Research Facilities Maintenance Specialist – Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Maintenance Series.

| | |
|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6121 |
| FLSA | Non-Exempt |
| Union Status | UE |

Job Overview

Provide research assistance and facilities maintenance functions in support of University research facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide for the maintenance, upkeep and security of research facilities, outbuildings and equipment in support of University farm or research facilities within established guidelines; perform daily facility and land maintenance activities; assist in unloading truck deliveries and provide for disposal of refuse; maintain records and monitor supply inventory.

Operate tractors and related equipment; perform routine maintenance and repairs to facility buildings and grounds, fencing, equipment, and machinery.

May provide routine care and feeding of designated animals; clean stalls, move/stack hay, prepare for and participate in breeding and/or milking activities.

Provide routine grounds or pasture maintenance and participate in related field activities; may perform planting, weed control, soil sampling, fertilization or harvesting duties.

Respond to routine inquiries based on a general knowledge of departmental guidelines; may conduct public tours of facilities and serve as liaison with regard to access to or use of the facility; may assist in preparing labs and demonstrations.

Participate in area safety training.

May operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in specialized field and one to three years' related experience required. Specialized certification may be required. Valid Vermont driver's license or ability to obtain and driver's check may be required. Lifting of 25 lbs. frequently and up to 100 lbs. occasionally. Specific physical requirements may apply based on job functions.

Maintenance Operations Supervisor – Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Maintenance Series.

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|------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |

| | |
|--------------|------------|
| Job Code | 6141, 6142 |
| FLSA | Exempt |
| Union Status | |

Job Overview

Provide operational oversight of designated programs and service functions in support of University facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide operational oversight of designated programs and service functions in support of University facilities; use judgment in prioritizing workflow and in applying methods and operational processes; develop planning strategies and perform functions to ensure maximum effectiveness of services; inspect, evaluate, and monitor program service quality; develop and ensure completion of scheduled activities and maintenance/custodial projects.

Oversee, coordinate, and monitor staffing and services related to routine preventative equipment and facilities maintenance, repairs/installations, and custodial functions; respond to and coordinate service requests with internal/external constituents based on a comprehensive knowledge and understanding of University policies and procedures.

Maintain records and prepare related reports; monitor inventory and may administer budgets, process payroll, or prepare cost estimates; obtain supplier and vendor recommendations/pricing and facilitate purchase, receipt, and distribution of furniture, equipment, and supplies; use desktop applications.

Participate in and may provide area safety training.

May operate University vehicle on/off campus.

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree and three to five years related experience required. Valid driver's license or ability to obtain and Commercial Driver's License (CDL) or ability to obtain and driver's check may be required. Initial and continued employment dependent on satisfactory results of alcohol and drug testing. Specialized certification or licensure may be required.

Maintenance Unit Supervisor – Job Standard (Alternate Career Progression)

This title is not part of a career progression within the Maintenance Series.

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|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6133 |
| FLSA | Non-Exempt |
| Union Status | |

Job Overview

Provide supervision and coordination of designated maintenance functions in support of University facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide supervision and coordination of designated maintenance functions in support of University facilities; use judgment in prioritizing workflow and in applying methods; establish and ensure effectiveness of service/work processes and operations; evaluate and monitor service quality; schedule and ensure completion of activities and projects.

Oversee, coordinate, monitor, and may perform preventative equipment and facilities maintenance, repairs/installations, and custodial services based on thorough knowledge and understanding of University policies and procedures; may provide emergency maintenance services.

Respond to and coordinate service requests with internal/external constituents; obtain supplier and vendor recommendations/pricing, develop estimates and facilitate purchase, receipt, and distribution of furniture, equipment, and supplies.

Maintain records and prepare related reports; monitor inventory and may administer budgets; use desktop applications.

Participate in and may provide area safety training. Observe and report areas of risk.

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates. Assign work and train employees.

Operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and three to five years' related experience required. Ability to successfully complete ten-hour OSHA training on construction, safety and health issues. Valid driver's license or ability to obtain and driver's check required. Computer skills required. Specific physical requirements may apply based on specific job functions. Lifting up to 50 lbs. occasionally.

Custodial Maintenance Career Progression

Nature of Work

WORKER

Perform routine custodial maintenance functions in designated areas in support of University facilities

Use detailed methods within established guidelines

Influence limited to context of position

SPECIALIST

Perform a comprehensive array of general custodial maintenance functions in designated areas in support of University facilities

Use detailed methods within established guidelines

Influence work processes

SPECIALIST SENIOR

Perform a comprehensive array of general to specialized custodial maintenance functions and serve as lead worker in designated areas in support of University facilities

Influence work processes and operations

Use judgment in prioritizing work and applying maintenance processes

within established guidelines

n/a

Use judgment in applying maintenance processes within established guidelines

n/a

Expertise

WORKER

Perform cleaning/custodial functions in assigned outdoor, public, residential or academic area

Use cleansing agents, disinfectants and related cleaning materials; may prepare mixtures with supervision; may prepare items for high temperature sterilization

Use various hand/cleaning tools; operate routine to specialized equipment; may perform basic repairs and area maintenance and may remove snow/ice

Replenish or replace cleaning supplies; may transport supplies to work area

May move furniture and equipment and may use hand trucks, platform

SPECIALIST

Perform cleaning/custodial functions in assigned outdoor, public, residential or academic area

Use and prepare and/or test cleansing agents, disinfectants and related cleaning materials; may prepare items for high temperature sterilization

Maintain and operate routine to specialized equipment, hand and power tools related to work area; perform basic repairs and area maintenance and may remove snow/ice

Replenish or replace cleaning supplies; may transport supplies to work area

May move furniture, staging or equipment and may use hand trucks, platform

SPECIALIST SENIOR

Perform and serve as lead worker for custodial and related functions in assigned outdoor, public, residential or academic area

Monitor conditions and report cleaning, maintenance or equipment needs

Make recommendations for improvements in productivity, safety, tools and equipment

Maintain and operate specialized small and large equipment; use hand and power tools related to work area; perform basic repairs and area maintenance and may remove snow/ice

Oversee custodial equipment and supplies,

| | | |
|---|--|--|
| trucks and related equipment | trucks and related equipment | stock and transport supplies to work area |
| Use desktop applications for informational purposes | Maintain and complete work activity, equipment or inventory records, reports and documents; use desktop applications | May move furniture, staging and equipment and may use hand trucks, platform trucks and related equipment |
| May operate University vehicle on/off campus | May operate University vehicle on/off campus | Maintain and complete work activity, equipment or inventory records, reports and documents; use desktop applications |
| Use familiarity with area guidelines | Use comprehensive knowledge of area guidelines | Operate University vehicle on/off campus |
| n/a | n/a | Use comprehensive knowledge of area guidelines |

Interaction

| WORKER | SPECIALIST | SPECIALIST SENIOR |
|---|---|---|
| Execute work order requests | Execute, respond to, interpret and verify completeness of work order requests | Execute, respond to, interpret and fulfill work order, special cleaning and set-up requests |
| Participate in area safety training; may observe and report areas of risk | Participate in area safety training; observe and report areas of risk | Participate in area safety training; observe and report areas of risk |
| Refer service requests to lead worker and/or supervisor | Communicate with customers & document service requests | Communicate with customers & document service requests |
| Demonstrate cleaning techniques to less skilled employees | Assist with coordination of work assignments | Coordinate assignments, work schedules and special event coverage |
| n/a | Assist in training less skilled employees | Train less skilled employees |

Supervision

| WORKER | SPECIALIST | SPECIALIST SENIOR |
|--------|------------|---|
| n/a | n/a | May provide functional supervision to designated employees and/or affiliates. |

Minimum Qualifications

| WORKER | SPECIALIST | SPECIALIST SENIOR |
|---|---|--|
| Elementary school education required | High school education, one year experience, and basic ability to read, write and speak English required | High school diploma, one to two years' experience, and ability to read, write and speak English required |
| Valid Vermont driver's license or ability to obtain, and driver's check may be required | Ability to successfully complete ten-hour OSHA training on construction, safety and health issues | Ability to successfully complete ten hour OSHA training on construction, safety and health issues |
| n/a | Valid Vermont driver's license or ability to obtain, and driver's check may be required | Valid Vermont driver's license or ability to obtain, and driver's check required |
| n/a | Basic computer skills required | Basic computer skills required |

Custodial Maintenance Worker – Job Standard

This title is part of a career progression within the Maintenance Series consisting of Custodial Maintenance Worker, Custodial Maintenance Specialist, and Custodial Maintenance Specialist Senior.

| | |
|------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6013 |

| | |
|--------------|------------|
| FLSA | Non-Exempt |
| Union Status | UE |

Job Overview

Perform routine custodial maintenance functions in designated areas in support of University facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform routine custodial maintenance functions in designated areas in support of University facilities using detailed methods and within established guidelines. Influence limited to context of position.

Perform cleaning/custodial functions in assigned outdoor, public, residential or academic area; use cleansing agents, disinfectants, and related cleaning materials based on a familiarity with area guidelines; may prepare mixtures with supervision; may perform basic repairs and area maintenance and may remove snow/ice.

Execute work order requests; may respond to special requests or emergency situations in locations other than assigned work area; demonstrate cleaning techniques to less skilled employees; may observe and report areas of risk.

Replenish or replace cleaning supplies; may deliver or transport supplies or related materials to campus locations; may move furniture and equipment and may use hand trucks, platform trucks, and/or related equipment; operate routine equipment and use various hand tools.

Maintain basic records; use desktop applications for informational purposes.

Participate in area safety training.

May operate University vehicle on campus.

Minimum Qualifications

Education and experience equivalent to:

Elementary school education required. Valid driver's license or ability to obtain and driver's check may be required. Lifting of up to 62.5 lbs. and pushing/pulling up to 70 lbs occasionally required. Specific physical requirements may apply based on specific job

functions. Initial employment contingent upon successful completion of physical screening.

Custodial Maintenance Specialist - Job Standard

This title is part of a career progression within the Maintenance Series consisting of Custodial Maintenance Worker, Custodial Maintenance Specialist, and Custodial Maintenance Specialist Senior.

| | |
|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6023 |
| FLSA | Non-Exempt |
| Union Status | UE |

Job Overview

Perform comprehensive array of general custodial maintenance functions in designated areas in support of University facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform a comprehensive array of general custodial maintenance functions in designated areas in support of University facilities using judgement in applying maintenance processes within established guidelines with influence on work processes.

Perform cleaning/custodial functions in assigned outdoor, public, residential or academic area; use and prepare and/or test cleansing agents, disinfectants, and related cleaning materials based on a comprehensive knowledge of area guidelines. May prepare items for high temperature sterilization.

Maintain and operate routine to specialized equipment and hand and power tools related to work area; perform basic repairs and area maintenance and may remove snow and ice.

Execute, respond to, interpret and verify completeness of work order requests; may respond to special requests or emergency situations in locations other than assigned work area; assist in training less skilled employees; assist with coordination of work assignments; observe and report areas of risk. Communicate with customers and document service requests.

Replenish or replace cleaning supplies; may deliver and/or transport supplies or related materials to campus locations; may prepare rooms, move furniture, staging or equipment for event set-up, and may use hand trucks, platform trucks and/or related equipment.

Maintain and complete activity, equipment or inventory records, reports and documents; use desktop applications.

Participate in area safety training.

May operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school education, one year experience and ability to read, write and speak basic English required. Ability to successfully complete ten-hour OSHA training on construction, safety, and health issues required. Valid driver's license or ability to obtain and driver's check may be required. Basic computer skills required. Lifting of up to 62.5 lbs. and pushing/pulling up to 70 lbs occasionally required. Specific physical requirements may apply based on specific job functions. Initial employment contingent upon successful completion of physical screening.

Custodial Maintenance Specialist Senior - Job Standard

This title is part of a career progression within the Maintenance Series consisting of Custodial Maintenance Worker, Custodial Maintenance Specialist, and Custodial Maintenance Specialist Senior.

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|------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6033 |

| | |
|--------------|------------|
| FLSA | Non-Exempt |
| Union Status | UE |

Job Overview

Perform comprehensive array of general to specialized custodial maintenance functions and serve as lead worker in designated areas in support of University facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform comprehensive array of general to specialized custodial maintenance functions and serve as lead worker in designated areas in support of University facilities; use judgment in prioritizing work and applying maintenance processes within established guidelines coordinate work assignments, schedules or special event coverage; influence work processes and operations.

Perform and serve as lead worker for custodial and related functions in assigned outdoor, public, residential or academic area; monitor conditions and report cleaning, maintenance or equipment needs based on comprehensive knowledge of area guidelines. Make recommendations for improvements in productivity, safety, tools and equipment.

Maintain and operate specialized small and large equipment; use hand and power tools related to work area; perform or schedule basic repairs and area maintenance; may remove snow/ice.

Execute, respond to, interpret and fulfill work order, special cleaning, set-up or emergency requests in locations other than assigned work area; train less skilled employees; coordinate assignments, work schedules, and special event coverage; observe and report areas of risk. Communicate with customers and document service requests.

Oversee custodial equipment and supplies; stock and transport supplies or related materials to work area; may move furniture, staging, and equipment and may use hand trucks, platform trucks, and/or related equipment.

Maintain and complete work activity, equipment or inventory records, reports, and documents; use desktop applications.

May provide functional supervision to designated employees and/or affiliates.

May operate University vehicle on/off campus.

Participate in area safety training.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, one to two years' experience, and ability to read, write, and speak English required. Ability to successfully complete ten-hour OSHA training on construction, safety, and health issues required. Basic computer skills required. Valid driver's license or ability to obtain and driver's check may be required. Lifting of up to 62.5 lbs. and pushing/pulling up to 70 lbs occasionally required. Specific physical requirements may apply based on specific job functions. Initial employment contingent upon successful completion of physical screening.

Grounds Maintenance Career Progression

Nature of Work

| WORKER | SPECIALIST | UNIT SUPERVISOR |
|---|--|---|
| Perform routine to general grounds maintenance activities in support of University grounds operations | Perform general grounds and heavy equipment maintenance activities in support of University grounds operations | Provide oversight and coordination of functions in support of University grounds operations |
| Use detailed methods and established procedures | Use judgment in application of maintenance methods and instructional techniques within established guidelines | Use judgment in prioritizing workflow and applying methods |
| Influence area processes | Influence area processes and operations | Establish service/work specifications and standards |

Expertise

| WORKER | SPECIALIST | UNIT SUPERVISOR |
|-----------------------------|---|---|
| Remove debris, snow and ice | Provide leadership in implementing grounds projects in support of University facilities, which may include high visibility areas on campus that | Oversee, coordinate, monitor, and may perform activities related to tree, turf and horticultural maintenance and road and |

| | | |
|---|---|--|
| | require maintenance levels beyond the norm. | winter maintenance operations |
| Plant, prune and remove trees, hedges and shrubs; clean, weed and mulch | May execute, respond to, interpret and fulfill work orders. | May oversee furniture/equipment moves and set-up operations for University functions |
| Operate multiple types of equipment | Remove debris, snow and ice | Coordinate maintenance service requests; monitor and order inventory, equipment and supplies |
| May operate University vehicle on/off campus | Plant, prune and remove trees, hedges and shrubs; clean, weed and mulch | Operate University vehicle on/off campus; use or operate heavy equipment. |
| Use general knowledge of University buildings and grounds | Operate/provide first-line maintenance on heavy equipment and vehicles | Use thorough knowledge and understanding of University policies and procedures |
| n/a | Operate University vehicle on/off campus | n/a |
| n/a | Use thorough knowledge of University buildings and grounds | n/a |

Interaction

| WORKER | SPECIALIST | UNIT SUPERVISOR |
|-------------------------------------|---|--|
| Participate in area safety training | May communicate with customers, including senior-level administrators | Participate in and may provide area safety training. |
| n/a | Participate in area safety training | n/a |
| n/a | Collaborate with supervisor to coordinate assignments and work schedules, observe and report areas of risk. | n/a |

| | | |
|-----|--|-----|
| n/a | Provide equipment operations instruction | n/a |
|-----|--|-----|

Supervision

| | | |
|--------|--|--|
| WORKER | SPECIALIST | UNIT SUPERVISOR |
| N/A | May provide functional supervision to designated employees and/or affiliates | Provide functional supervision to designated employees and/or affiliates |

Conditions

| | | |
|---|------------|--|
| WORKER | SPECIALIST | UNIT SUPERVISOR |
| Lifting of 50 lbs. frequently | n/a | Lifting of 50 lbs. occasionally |
| Specific physical requirements may apply based on job functions | n/a | Specific physical requirements may apply based on job function |

Minimum Qualifications

| | | |
|---|--|-----------------|
| WORKER | SPECIALIST | UNIT SUPERVISOR |
| High School diploma and one year experience required | High School diploma and two years related experience required | n/a |
| Valid Vermont driver's license or ability to obtain, and driver's check may be required | Valid Vermont driver's license and Commercial Driver's license (CDL) or ability to obtain, and driver's check required | n/a |

Grounds Maintenance Worker – Job Standard

This title is part of a career progression within the Maintenance Series consisting of Grounds Maintenance Worker, Grounds Maintenance Specialist, Grounds Unit Supervisor.

| | |
|------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |

| | |
|--------------|------------|
| Job Code | 6073 |
| FLSA | Non-Exempt |
| Union Status | UE |

Job Overview

Perform routine to general grounds maintenance activities in support of University grounds operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform routine to general grounds maintenance activities in support of University grounds operations using detailed methods and established procedures based on a general knowledge of University buildings and grounds.

Perform general grounds maintenance functions; remove debris from general areas and snow/ice from walkways and paths.

Participate in horticultural maintenance; plant, prune, and remove trees, hedges, and shrubs; clean, weed, and mulch around trees and flower beds; prepare area and add topsoil.

Operate various light snow removal, mowing, and sanding equipment.

Assist in moving and storage of furniture and equipment.

Participate in area safety training.

Operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and one year experience required. Valid driver's license or ability to obtain and driver's check required. Lifting of up to 50 lbs. frequently. Specific physical requirements may apply based on job functions. Must wear Personal Protective Equipment (PPE) while performing specific job tasks

Grounds Maintenance Specialist – Job Standard

This title is part of a career progression within the Maintenance Series consisting of Grounds Maintenance Worker, Grounds Maintenance Specialist, Grounds Unit Supervisor.

| | |
|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6083 |
| FLSA | Non-Exempt |
| Union Status | UE |

Job Overview

Perform general grounds and heavy equipment maintenance activities in support of University grounds operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general grounds and heavy equipment maintenance activities within established guidelines in support of University grounds operations; use judgment in applying maintenance methods and instructional techniques based on thorough knowledge of University buildings and grounds.

Provide leadership in implementing grounds projects in support of University facilities, which may include high visibility areas on campus that require maintenance levels beyond the norm.

Collaborate with supervisor to coordinate assignments and work schedules, observe and report areas of risk. May execute, respond to, interpret and fulfill work orders. May communicate with customers, including senior-level administrators.

Participate in horticultural maintenance; plant, prune, and remove trees, hedges, and shrubs; clean, weed, and mulch around trees and flower beds; prepare area and add topsoil.

Remove debris from general areas and snow/ice from walkways and paths. Operate and provide first-line maintenance on various heavy equipment and vehicles; provide equipment operations instruction.

May assist in moving and storage of furniture and equipment.

Participate in area safety training.

Operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and two years' related experience required. Valid driver's license and Commercial Driver's license (CDL) and driver's check required. Lifting of up to 50 lbs. frequently. Specific physical requirements may apply based on job functions. Initial employment dependent on satisfactory completion of physical screening. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Grounds Maintenance Specialist Senior – Job Standard

This job standard may be part of one or more career progressions within the Maintenance Series.

| | |
|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6373 |
| FLSA | Non-Exempt |
| Union Status | UE |

This title is part of a career progression within the Maintenance Series consisting of Grounds Maintenance Worker, Grounds Maintenance Specialist, Grounds Maintenance Specialist Senior and Grounds Unit Supervisor.

Job Overview

Perform general to specialized grounds and heavy equipment maintenance activities and serve as lead worker in support of University grounds operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general to specialized grounds and heavy equipment maintenance activities and serve as lead worker in support of University grounds operations; use judgment in applying maintenance methods and instructional techniques and delegation of work tasks and may influence work processes and operations.

Delegate tasks, oversee and monitor completion of implementation of grounds projects in support of University facilities, including high visibility areas on campus that require maintenance levels beyond the norm.

Collaborate with supervisor to coordinate assignments and work schedules, observe and report areas of risk. Execute, respond to, interpret and ensure fulfillment of work orders. Communicate with customers, including senior-level administrators.

Participate in and oversee horticultural maintenance; plant, prune, and remove trees, hedges, and shrubs; clean, weed, and mulch around trees and flower beds; prepare area and add topsoil.

Remove debris from general areas and snow/ice from walkways and paths; spread sand/salt. Operate and provide first-line maintenance on various lawn, landscape and snow removal equipment; ensure daily maintenance and provide equipment operation instruction.

May assist in moving and storage of furniture and equipment.

Participate in and may provide area safety training.

Operate University vehicle on/off campus.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and three years' related experience required. Valid driver's license and driver's check required. Lifting of up to 50 lbs. frequently. Specific physical requirements may apply based on job functions. Initial and continued employment dependent on

satisfactory results of alcohol and drug testing. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Grounds Unit Supervisor – Job Standard

This title is part of a career progression within the Maintenance Series consisting of Grounds Maintenance Worker, Grounds Maintenance Specialist, Grounds Unit Supervisor.

| | |
|--------------|-------------|
| Job Family | Maintenance |
| Series | Maintenance |
| Job Code | 6163 |
| FLSA | Non-Exempt |
| Union Status | |

Job Overview

Provide daily oversight and coordination of designated grounds maintenance functions in support of University facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide daily oversight and coordination of designated grounds maintenance functions in support of University facilities; use judgment in prioritizing workflow and in applying methods; establish service/work specifications and standards, evaluate and monitor service quality, develop and ensure completion of scheduled activities and projects, and perform functions to ensure maximum effectiveness of services.

Oversee, coordinate, monitor, and may perform activities related to tree, turf and horticultural maintenance and road and winter maintenance operations based on a thorough knowledge and understanding of University policies and procedures; may oversee furniture/equipment moves and set-up operations for University functions.

Respond to and coordinate maintenance service requests; monitor and order inventory, equipment and supplies; use desktop applications.

Participate in and may provide area safety training.

Operate University vehicle on/off campus; use or operate heavy equipment.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and three to five years' related experience. Valid driver's license or ability to obtain, Commercial Driver's License (CDL) or ability to obtain, and driver's check required. Specific physical requirements may apply based on specific job functions. Lifting up to 50 lbs. occasionally. Initial employment dependent on satisfactory completion of physical screening. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.