

Grand Isle Supervisory Union  
**CIUUSD Special Meeting**  
School Board **Special Meeting**  
Thursday, June 18, 2020 at 5:00 p.m.

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## Agenda

### Call to Order

1. Call to Order (M. Maltais)
2. Citizens and/or Staff to be Heard

### Board Business.

3. Approve new hires
  - a. French - Veronica Bernicke
  - b. Art - Kathryn Devlin
  - c. PreK position
4. Approve Maintenance Supervisor Job Description
5. Summer food service update

### Closure

6. Adjourn

Note: Executive Session: If discussion warrants and the Board so votes, some items may be discussed in Executive Session pursuant to VSA 1 §313(a)

**Discussion Items** - Issues the Board needs to discuss and deliberate, but upon which no action is taken at this meeting.

**Action Items** - Issues that require the Board to make a decision by vote, may have been discussed over several meetings prior to this point.

**Consent Items** - Routine matters that need no discussion by the Board, but require Board approval. They are grouped together as a single agenda item. Background materials are provided in the Board packet to be reviewed ahead of the meeting. If there are no concerns, they are approved with a single vote. Any member can request the Board remove an item to be discussed and voted on separately. This frees up time at meetings.

**Information Items [Incidental Information]** - Matters the Board needs to know about, but for which no Board action is needed. The information flow is one way, from presenter to the Board. Questions for clarification are entertained as time allows.

# Champlain Islands Unified Union School District

## Maintenance

**Job Title:** Maintenance

**Classification:** Exempt under the Fair Labor Standards Act

**Salary range:** Mid \$40,000-mid \$50,000, depending on experience

**Reports to:** Supervised and evaluated by the CIUUSD Building Principals

**Date Updated:** June 1, 2020

### Summary/Objective:

To coordinate and carry out the installation, maintenance and repair of electrical wiring, equipment and fixtures; and/or plumbing and heating systems; to supervise and train custodians; and to assist with other mechanical systems and general building maintenance tasks as needed throughout the CIUUSD.

### Essential Functions:

Essential duties and responsibilities include the following. Other duties may be assigned.

#### General

- Coordinate all electrical and plumbing system work for the CIUUSD schools.
- Coordinate and carry out the installation, maintenance and repair of drinking water systems; perform a full range of drinking water testing and tasks as required for Vermont Certified Public Water System Operators.
- First contact and responder for after hour alarms.
- Maintain, perform, and coordinate necessary repairs on the wood chip burner, bunker, and other HVAC systems.
- Creation of and adherence to deferred maintenance plan.
- Adhering to budget and prioritizing purchases with building principals.
- Management and supervision of custodial staff in coordination of the needs of each building principal.
- Perform a wide range of skilled carpentry and related trades work associated with the repair and construction of school 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.

- Perform a variety of planning and project management tasks related to assigned projects, including design of methods, determining and preparing estimates of cost and amount of materials needed, time needed to complete work, and the like. Coordinate and oversee work done by outside contractors.
- Ensure compliance with applicable federal and state codes and standards.
- Maintain tools and equipment.
- Maintain an appropriate inventory of supplies and materials.
- Assist as needed with other mechanical systems and general maintenance work.
- Oversee the distribution of supplies and equipment; order and maintain appropriate inventories of all materials used.
- Prepare administrative reports on work performed, inventory, and the like.
- Play a key role in the development of the custodial operations budget. Monitor custodial service expenditures and ensure that budget guidelines are met.
- Ensure that all applicable work safety and security procedures are followed.
- Monitor buildings and grounds to ensure standards for cleanliness and safety are maintained.
- Repair/replace ceiling tiles.
- Repair plumbing fixtures.
- Do routine maintenance of electrical, heating and ventilating vents and fixtures, locks and lockers (where applicable).
- Troubleshoot maintenance problems. Handle minor repairs directly.
- Order and maintain an appropriate inventory of custodial supplies and equipment for CIUUSD schools.
- Participate as a member of the school safety team: Activate alarm during drills; help inspect the building to ensure everyone has evacuated and alerts principal of such; perform school safety inspections as part of a team; attend informational meetings.
- Activate and program the fire alarms.
- On a seasonal as-needed basis, assist with general grounds maintenance tasks, including mowing, snow removal, athletic field maintenance, and the like. Operate various types of equipment used in grounds work.
- Perform a variety of semi-skilled and skilled trades work associated with the maintenance and construction of school facilities, including:
  - interior and exterior painting, staining, varnishing: prepare surfaces by cleaning, stripping and and/or scraping, apply primers and final finishes;
  - general carpentry repairs and basic construction tasks involving doors, windows, walls, ceilings and floors;
  - installation/repair of bathroom fixtures;
  - drywall installation, including taping and joint finishing;
  - assistance on special construction projects, such as erection of stages for commencement ceremonies, installation of fences, construction of stairways, and the like.
- Perform custodial and light maintenance duties as outlined in the custodian job description as needed during emergencies and planned absences.
- Other related duties as assigned.

#### Preventive Maintenance

- Communicates with building principals/directors with regard to progress on individual maintenance or plant improvement projects being executed within their respective buildings.
- Prepares and updates a five-year cyclical maintenance plan for all facilities within the District.
- Prioritizes all maintenance projects to be undertaken within the District.

- Maintains a continuous maintenance log of all equipment valued over \$1,000.

Safety

- Provides instruction to all assigned personnel on established emergency systems.
- Takes part in all state fire inspections and conducts follow-ups on all ensuring recommendations.
- Maintain and do semiannually Asbestos inspection as required by Federal Laws & State Law and be certified as an Inspector to do inspections.

**Supervisory Responsibilities:**

Trains and assigns/directs the activities of custodians assigned to the building; plays a key advisory role in hiring, discipline and performance evaluations.

**WORKING CONDITIONS/ENVIRONMENTAL FACTORS:**

All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	F
EXPOSURE (extreme heat – non-weather, flames)	S
EXPOSURE (extreme cold – non-weather)	S
EXPOSURE (fumes, odors)	O
EXPOSURE (viruses, infectious diseases)	O
EXPOSURE (water)	F
EXPOSURE (hazardous equipment, risk of electrical shock)	F
EXPOSURE (chemicals, hazardous materials)	F
UNEVEN TERRAIN	N/A
OUTDOOR WEATHER CONDITIONS	O
VIBRATION/NOISE	F
HEIGHTS	O

<b><u>Frequency Code</u></b>	<b><u>Description</u></b>
<b>Sometimes</b>	<b>S</b> activity may exist sporadically, but not on a consistent basis.
<b>Occasionally</b>	<b>O</b> activity exists on a consistent basis for less than 1/3 of the time
<b>Frequently</b>	<b>F</b> activity exists from 1/3 of the time up to 2/3 of the time
<b>Constantly</b>	<b>C</b> activity exists for 2/3 or more of the time
<b>Not Applicable</b>	<b>NA</b> activity is not present in the position

**PHYSICAL EFFORT AND STRESS:**

Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>

SITTING	O		x	
STANDING	C		x	
WALKING	C		x	
SEEING	C		x	
HEARING	C		x	
TALKING	C		x	
DEXTERITY (hands/fingers)	C		x	
USE OF COMPUTERS AND EQUIPMENT	F			
LIFTING				
up to 10 lbs.	F		x	
10-25 lbs.	F		x	
25-50 lbs.	O		x	
50-100 lbs.	O		x	
100+ lbs.	N/A			x
CARRYING				
up to 10 lbs.	F		x	
10-25 lbs.	F		x	
25-50 lbs.	O		x	
50-100 lbs.	N/A			x
100+ lbs.	N/A			x
BENDING/STOOPING	F		x	
PUSHING/PULLING	F		x	
TWISTING	F		x	
CLIMBING	O		x	
BALANCING	O		x	
CROUCHING	O		x	
KNEELING	F		x	
CRAWLING	N/A			x
REACHING (i.e., overhead)	O		x	
HANDLING	F		x	
DRIVING	O		x	
REPETITIVE MOVEMENTS (hands, feet)	F		x	
MANAGING STRESS	F		x	
RESOLVING CONFLICTS	O		x	

**Required Education and Experience:**

High school education, plus 6 to 8 years of relevant technical training/experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Experience and skills working with wood chip burners and bunkers.
- Broad and in-depth knowledge and skills related to electrical or plumbing/heating system installation, maintenance and repair.

- Extensive experience and excellent skills in all aspects of rough and finish carpentry.
- Broad base of knowledge and skills related to the other building trades, including masonry and concrete foundation work, heavy equipment operation, and the like.
- Good general knowledge and skills related to other mechanical systems functions, and building construction and repair.
- Experience in project planning and management, including estimating.
- Ability to train and oversee the work of others.

**Affirmative Action Plan/ Equal Employer Opportunity Statement:**

Grand Isle Supervisory Union and its member districts are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

The undersigned acknowledges that they have reviewed the job description and understands and approve of the requirements, essential functions, and duties of the position.

Employee

Date

Supervisor

Date