Waterville Estates Village District

Position Title:	Building, Grounds and Maintenance Technician
Department:	Buildings and Ground
Reports To:	B&G Lead
FLSA Status:	Non-exempt
Employment Type:	Full time, year-round Pay: $22 - $24hr depending on experience

Position Summary

This position is responsible for day to day maintenance on buildings and grounds of the community recreation center and Campton Mountain Ski Area. Candidates will work 40 hours per week performing routine maintenance on district buildings, pools, boilers, vehicles, grounds, and ski lifts. Must be mechanically inclined.

Essential Functions

Under the Americans with Disabilities Act (ADA), "Essential Functions" are core tasks that an employee must be able to perform, with or without reasonable accommodations.

Building Repair: Performs minor repair of all buildings and light equipment such as replacing light bulbs, replacing ceiling tiles, handling minor plumbing repairs to sinks, faucets, urinals, toilets, drains, etc; repairing doors, door locks, hinges, and door closers; occasional repair/installation of window blinds and other miscellaneous duties as assigned. Major repairs are performed by licensed contractors.

Building & Grounds Maintenance:

- **Landscaping**
- **Snow removal**
- **Small engine repair**
- **Vehicle maintenance**
-
- **Building maintenance**
    - **Community Center**
    - **Lodge**
    - **Ski buildings**
    - **Water buildings**
    - **Ski lifts**
    - **Pools**
    - **Hot tubs**
- Occasional painting tasks including some painting, plaster, drywall, and stucco repair.

- Responding to emergency maintenance requests which may include occasional afterhours, weekends, and/or holidays, though this is rare.
- May be required to operate chair lift or snow making equipment

Operations and Reporting: Track labor hours and materials used to perform maintenance duties. Keeping the Building & Ground lead informed on the overall condition of the property and coordinating resolution of outstanding issues. Completing service requests in a timely manner.

Required Qualifications

Education & Experience

- HS Diploma or GED
- 1-5 years working in the trades

Licenses & Certifications

- Must earn Commercial Pool Operator's License within the first 8 months of employment.
- NH Driver's License

Technical & Specialized Skills

- Small engine repair - nice to have or ability to learn
- Ability to operate recreational vehicles
- Ability to operate lawn maintenance equipment
- Ability to operate snow removal equipment
- Ability to paint
- Ability to operate power tools and equipment
- Ability to work in team or individually

Work Environment & Physical Demands

The environment is a mix of extreme cold to extreme hot. This position will be working primarily outdoors in the environment. The environment at times may be wet, muddy or windy. Must be able to safely lift or move up to 75 pounds. Candidates will be working with a variety of equipment and conditions.

Work Location: On-site

Equal Opportunity & Accommodation Commitment

The Waterville Estates Village District is an Equal Opportunity Employer. WEVD employs, retains, promotes, terminates, and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies and employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, age, material status, sexual orientation, gender identity or expression, veteran status, or physical or mental disability.

The District is committed to providing equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodation to qualified applicants to allow them to perform essential job duties. To request an accommodation, please contact the General Manager at 603-726-3082.