



Vienna International School Job Description

Job Title: Junior Building Technician

Responsible to: Service Administrator

Admin salary scale: C

% of Employment: 100% (38,5 hrs / week)

Job Summary: The Junior Building Technician is a member of the VIS Maintenance Team and expected to provide support to the Senior Building Technicians in the effective maintenance of the School.

Personnel Specification	Essential	Desirable
Minimum Qualifications	- Completed school education / apprenticeship	
Professional Experience	- Technical Background in facility maintenance (e.g. certified electrician/plumber/carpenter etc.) or other relevant work experience	
Professional Understanding and Knowledge	- Conversational German and English	- willingness to learn new skills (eg. in the area of fire protection, waste management etc.)
Professional Competencies	- Flexibility and good communication skills - Team worker	
Beliefs and Values	- A strong commitment to the beliefs and values of the three IB programmes - A strong commitment to the belief that all children can be successful - A willingness to support and promote intercultural understanding and international mindedness - A willingness to actively promote Diversity, Equity, Inclusion and Justice - A commitment to harness learning and teaching technologies in order to support inquiring, inspired and involved lifelong 21st century learners	

SPECIFIC RESPONSIBILITIES

The Junior Building Technician is expected to:

- Carry out all maintenance repair work as requested by the supervisor
- Assist the Senior Building Technicians and Service Administrator in supervising the building services including heating, ventilation and lighting system, emergency lights and water supply etc.
- Assist in all furniture set-ups for all events in school
- Occasionally weekend duties
- Duties associated with elevator and fire safety
- Receiving goods, post office errands and internal delivery of packages



General

The Junior Building Technician is expected to:

- Be polite at all times
- Be a team worker
- Be a handyman who is able to work under time pressure
- Identify and complete independently maintenance tasks
- Support community related activities in the promotion of the 'life of the school'.
- Provide support for other activities as deemed appropriate by the Director or the direct supervisor within the scope of responsibilities as Junior Building Technician.
- Any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.

Review

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Director or the post holder.

Framework

To support the post holder in the fulfilment of the terms of this Job Description, Vienna International School undertakes to provide, within the limitations of available resources:

- An appropriate induction programme
- Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals
- Personal and professional support as appropriate
- Equality of opportunity in personal development