

# Lines of Responsibility

## **Director of Maintenance**

- Prepare, coordinate, and administer the Comprehensive Maintenance Plan for Educational Facilities
- Integrate people, technology, and process to ensure students and staff of SMCPS learn and work in a safe, comfortable, and attractive environment
- Coordinate data collection to plan future Capital Improvement Program and operating budget needs
- Provide direction to the work order specialist, building trades foreman, engineering trades foreman including vehicles, account clerk, project coordinator, and fiscal secretary
- Prepare budget, coordinate procurement process, and enforce Board policies as they relate to the Department of Maintenance's vision
- Report activities within the Department of Maintenance to other departments within DSS
- Monitor law, regulation, and building code revision and implement changes to maintenance process
- Manage and coordinate property damage reporting, warranties, fire drills, clean water/clean air act, right to know/chemical/chemical exposure
- Serves as a St. Mary's County Emergency Operations Center designee
- Coordinate capital and operational project development

## **Project Coordinator I - Facilities Specialist**

- Manages and inspects institutional/commercial projects throughout the delivery process
- Performs institutional/commercial construction cost estimating
- Reviews and writes renovation/alteration, repair or replacement process scopes of work
- Knowledge of institutional/commercial building codes, life safety codes, and American with Disabilities Act (ADA) and develops solutions to meet requirements
- Performs facilities inspections to identify needs and adjust need priorities

## **Work Order Specialist**

- Communicate with school site operational staff
- Process submitted work requests into work orders
- Assign work orders to the appropriate department or trade area
- Provide workflow, scheduling, and cost estimate information
- Captures cost and labor data
- Facilities preventive maintenance tasks and scheduling

## **Building Trades Foreman**

- Assigns and schedules work order completion
- Assigns and schedules preventive maintenance task completion
- Obtains price quotes
- Monitor contracted services and scope of work development
- Coordinate supply acquisition and delivery

This shop has the responsibility for the care of the architectural and structural features of school facilities, as well as the grounds. With the modernization and expansion of school facilities and evolving “greener” materials, an increase in supplies funding will likely be required in order to integrate the new “greener” materials into all of our facility repair, refurbishment, renovation, and replacement programs.

Flooring systems	Ceiling systems	Locksmithing
Carpentry/shelves/furniture repair	Roof systems	Bleachers
Interior and exterior painting	Window/glass replacement	Signage
Parking facility maintenance	Drywall finishing	Moving
Playground equipment/surfaces	Special event preparation	Lockers
Office renovations	Instructional boards	Grounds and landscaping
Cabinets	Bathroom partitions	Concrete work
Cafeteria tables	Window blinds/shades	Gates/fencing
Sediment ponds	Athletic fields and tracks	Stormwater management

## **Engineering Trades and Vehicle Foreman**

- Assign and schedule work order completion
- Assign and schedule maintenance task completion
- Obtains price quotes
- Monitor contracted services and scope of work
- Coordinate supplies acquisition and delivery
- Collects and maintains data relevant to determining replacement intervals of electrical, mechanical, life safety, and plumbing systems
- Track and maintain maintenance records for all Board-owned vehicles

This shop has the responsibility for the maintenance of the school system's heating and cooling equipment, plumbing systems, vehicle fleet, fire/intrusion systems, food service equipment, and electrical systems. Increased funding requirements are to support escalation of more technologically advanced and proprietary equipment and systems, testing, inspection, certification requirements, and premature replacement of equipment within its life cycle but obsolete to repair.

Plumbing fixtures and systems	Lighting systems	Electrical distribution systems
Heating systems	Sanitary systems	Water testing-potable
Refrigeration systems	Air conditioning systems	Compressed air systems
Fire alarm systems	Irrigation systems	Fire protection systems
Intrusion detection systems	Process hydronic systems	Potable hydronic systems
Buses	Cars/Trucks	Maintenance/Moving equipment
School equipment	Grounds equipment	Stand-by generators

## **Hourly staff**

In order to achieve some of the objectives of the Comprehensive Maintenance Plan for Educational Facilities, a more aggressive logistic support and grounds maintenance schedule has been implemented with the use of hourly staff.

**Snow removal, major moving events, and emergency response**

During snow removal, major moving events, and emergency response, all maintenance personnel respond and are under the direct direction of the Director of Maintenance.