

Organizational Structure

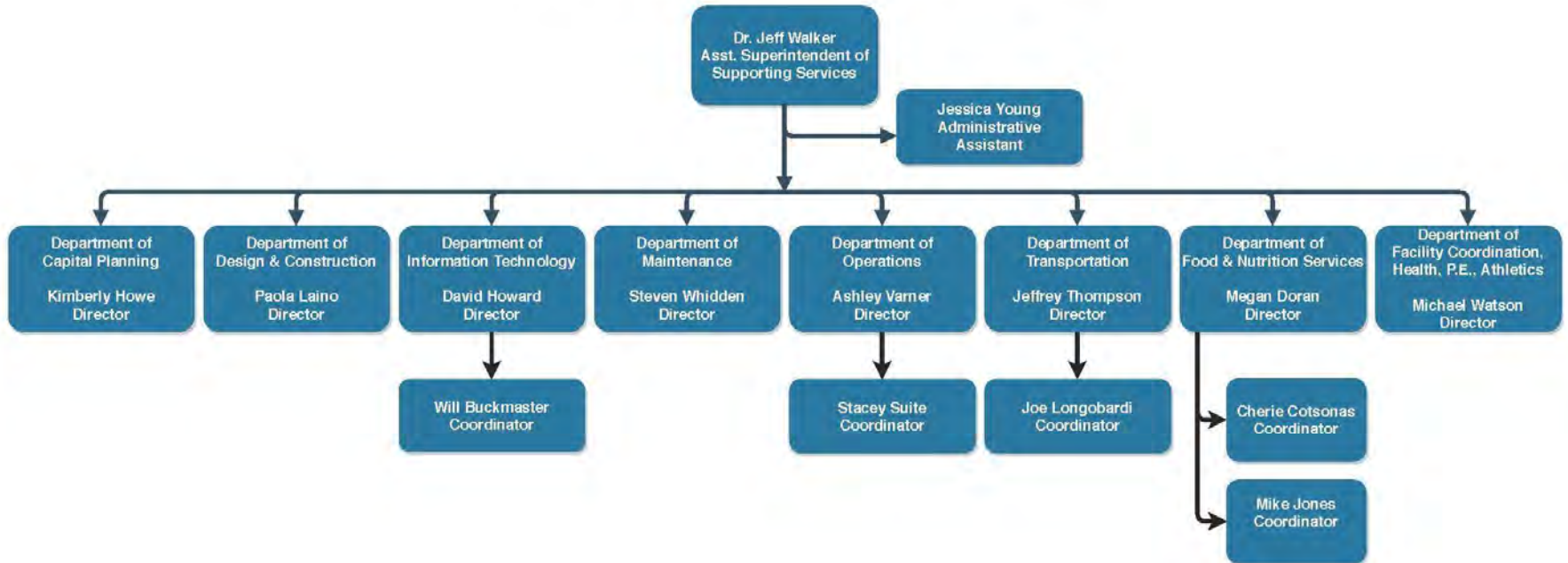
The Superintendent of Schools shall oversee and hold responsible the Assistant Superintendent of Supporting Services for the implementation of the Comprehensive Maintenance Plan for Educational Facilities and its associated responsibilities. The Director of Maintenance shall prepare, coordinate, and administer the Comprehensive Maintenance Plan for Educational Facilities. The following organizational charts are provided to document this organizational structure and functions.

The key to the success of the Department of Maintenance is the dedication and commitment of staff, predictive planning, technology, and process. Each tradesman has a primary area of responsibility with complementing skill sets. The tradespersons are encouraged to assist other tradespersons outside of their primary area of responsibility to broaden their skill knowledge. Well-rounded maintenance technicians promote a philosophy of teamwork, ever expanding their trade knowledge. These perspectives assist in promoting the commitment to exceptional customer service. The escalating sophistication of the physical plant and ever increasing equipment inventories have placed greater demands on manpower requirements (workloads), educational needs, and the skill level of the maintenance staff. Skill enhancements and cross-training of personnel have become essential components for meeting high expectations of both quantity and quality of work performed.

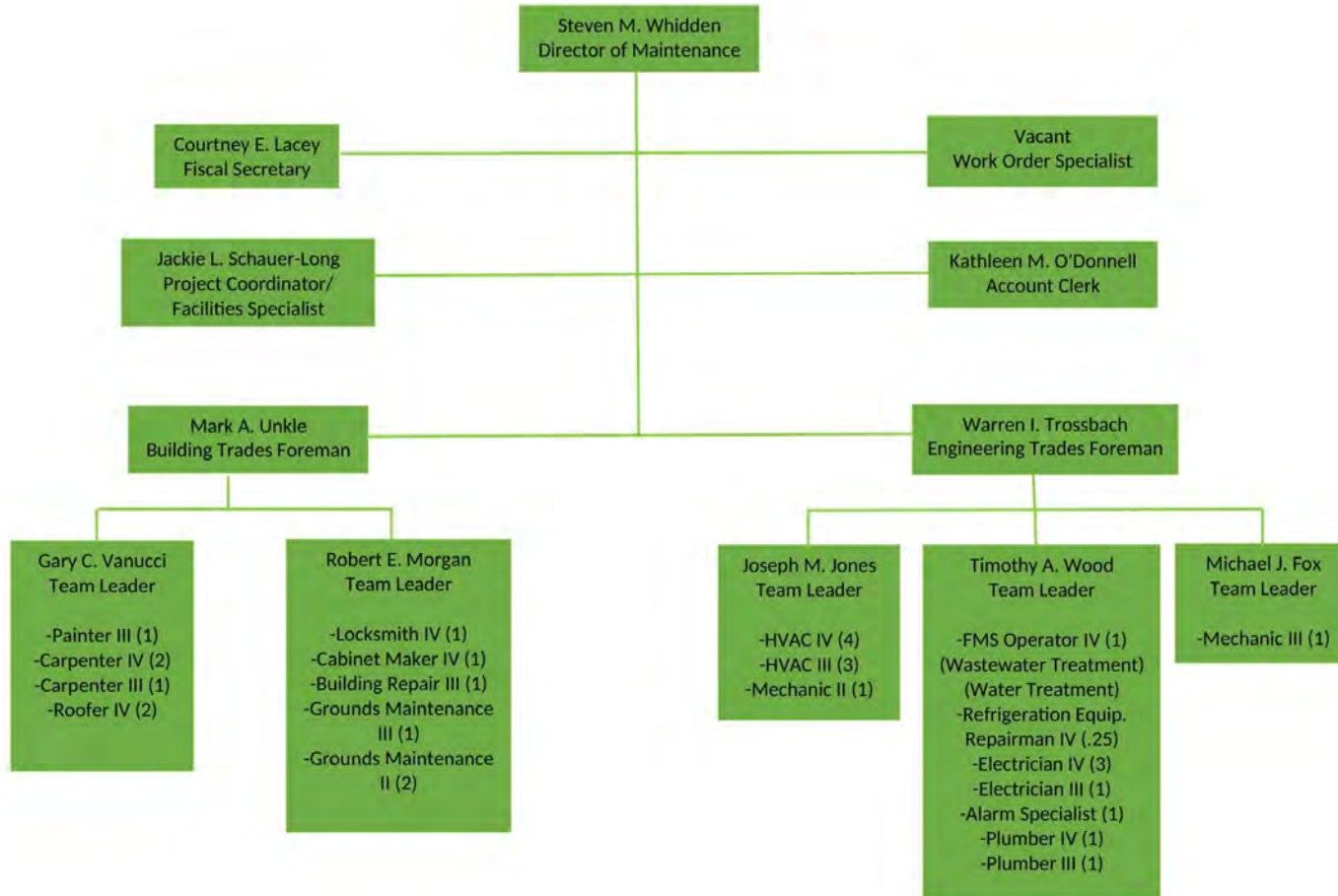
In past years, the structure of the Department of Maintenance has continually been reviewed as part of a strategic plan by the Director of Maintenance. One of the primary goals for the organizational changes is to maintain and improve customer service and workload leveling in the maintenance areas. As a precursor to meeting staffing shortages and minimization of the associated difficulties of coordinating work, organizational changes were adapted to promote department efficiency in using all resources. Currently, the department has an increased need for third party inspections/testing, contracted services, and an increase in the sophistication and proprietary nature of systems being installed. These increases mainly affect and require contract/project management support. To support this need a FTE within the department has been reassigned to support project/scope development, contract management, and project coordination. The Department of Maintenance since FY 2010 has increased the contracted service portion of the budget from 16% of the total budget to 29% of the total Maintenance of

Plant budget, a \$748,358.00 increase. Additionally, the department has begun the management of maintenance related capital funded projects averaging \$1,060,000.00 annually for the last two fiscal years.

Division of Supporting Services Organizational Chart



**St. Mary's County Public Schools
Organizational Chart 2020**



St. Mary's County Public Schools Functional Chart 2020 Department of Maintenance

