

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

MAINTENANCE TRADES III (Carpenter)

POSITION: Maintenance Trades III (Carpenter)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK: This is a highly skilled trade's position; the candidate will have five years minimum experience in a combination of new construction, maintenance, and repair of light commercial buildings maintenance and repair. Building Trades include the following skill sets/trades: carpenter, roofer, locksmith, grounds, logistics, painting, flooring, drop ceilings, grounds, bleachers sports equipment, lockers, and glazing. Work is to be performed under the general supervision of the Foreman, or designee.

ESSENTIAL FUNCTIONS:

- Performs work in the maintenance and repair of building trades;
- Performs work demanding a high degree of skill and professionalism;
- Reports building trades concerns and safety issues to assigned Foreman;
- Responds to emergency and after-hours duty assignments when required;
- Works flexible work hours and schedules when required, and
- Assists in the repair, maintenance, and inspection of building trades.

DUTIES AND RESPONSIBILITIES:

- Performs work in the maintenance, repair, and construction of buildings, structures, and fixtures; including but not limited to walls, ceilings, doors, cabinets, shelves, bulletin boards, chalkboards, trailer underpinnings, and replacing broken glass and tiles;
- Prepares estimates of labor and materials as directed, maintains records of labor and material used;
- Sets up and operates all commonly associated trade tools;

- Maintains records of labor and material used;
- Develops accurate material lists and coordinates work with appropriate school personnel;
- Plans and performs repairs of building trade fixture and systems;
- Investigates work orders related to building systems and diagnosis the required repair;
- Lifts, carries heavy objects and works above normal heights;
- Reads and interprets engineered drawings and specifications; and
- Performs other responsibilities and duties within his capabilities as assigned by the Director of Maintenance.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Five (5) years of experience of carpentry experience in the construction, repair, and maintenance of facilities;
- Possess and maintain a valid driver's license with no more than the equivalent of four points in the State of Maryland;
- Possess an Environmental Protection Agency - Renovators Certification or have the ability to obtain the certification with-in 6 months of employment;
- Capable of expending considerate physical effort to lift, position, store, and transport parts and materials up to 50 pounds; and
- Capable of enduring exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 12.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

MAINTENANCE TRADES III (BUILDING/CARPENTER/ROOFER)

POSITION: Maintenance Trades III (Building/Carpenter/Roofer)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a highly skilled trade's position; the candidate will have five years minimum experience in a combination of new construction, maintenance, and repair of light commercial buildings maintenance and repair. Building Trades include the following skill sets/trades: carpenter, roofer, locksmith, grounds, logistics, painting, flooring, drop ceilings, grounds, bleachers sports equipment, lockers, and glazing. Work is to be performed under the general supervision of the Foreman, or designee.

ESSENTIAL FUNCTIONS:

- Performs work in the maintenance and repair of building trades;
- Reports building trades concerns and safety issues to assigned Foreman;
- Responds to emergency and after-hours duty assignments when required; and
- Assists in the repair, maintenance, and inspection of building trades.

DUTIES AND RESPONSIBILITIES:

- Performs work in the maintenance, repair, construction of building structures, and fixtures; including but not limited to roofs, walls, ceilings, doors, cabinets, shelves, bulletin boards, etc.;
- Performs work required for maintenance of roofing systems;
- Performs work demanding a high degree of skill and professionalism;
- Sets up and operates all commonly associated trade tools;
- Maintains records of labor and material used;
- Makes accurate material lists and coordinates work with appropriate school personnel;
- Plans and performs repairs of carpentry and roofing systems;
- Must be able to work flexible work hours and schedules when required;
- Investigates work orders related to building systems and diagnosis the required repair;
- Makes carpentry repairs;
- Lays out, cuts, solders, and installs gutters, downspouts, and other sheet metal fixtures;
- Lifts, carries heavy objects and works above normal heights;
- Communicates verbally and in writing with school staff and supervisor concerning roofing work practices/inspection results;
- Can read and interpret engineered drawings and specifications; and
- Performs other duties as assigned and assumes other responsibilities within his capabilities as assigned by the Director of Maintenance.

QUALIFICATIONS:

- Graduation from high school or GED;
- Five years of experience in the repair and maintenance of light commercial facilities (employment work duties and responsibilities must reflect this experience);

- Possess and maintain a valid driver's license with no more than the equivalent of four points in the State of Maryland, and comply with other requirements within BOE Policy and Regulation EEBA/R;
- Capable of expending considerable physical effort to lift, position, store, and transport parts and materials up to 50 pounds; and
- Capable of enduring exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 12.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

MAINTENANCE TRADES III (ELECTRICIAN)

POSITION: Maintenance Trades III (Electrician)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a skilled trades person, it is expected the candidate will have 5 years minimum experience, a combination of new construction, maintenance, and repair of light commercial buildings as an electrician. Work is to be performed under the general supervision of the foreman.

ESSENTIAL FUNCTIONS:

- Performs work in the maintenance, repair, modifications of buildings/schools electrical components and systems;
- Report concerns and safety issues to assigned foreman; and
- Responds to emergency duty assignments when required.

DUTIES AND RESPONSIBILITIES:

- Determine and locate electrical malfunctions using test equipment such as amprobe, voltmeter, multimeter, and insulation resistance tester, ohmmeter on both AC and DC current including low and high voltage;
- Perform routine preventive maintenance, repair, replacement, renovations of electrical equipment and components;
- Apply National Fire Protection Code (including NEC) requirements to all repairs and modifications;
- Perform repairs including replacing fuses, light bulbs, switches, receptacles, electric thermostats, floor plugs, lighting fixtures, electric heat units, clocks, kiln components, etc.;
- Cut and strip conductors, mount electrical boxes, make electrical connections, install Greenfield and BX conductors, GFI's, etc.;
- Install EMT conduit, wire-mold, BX conductors, and other raceway materials;
- Modify and repair electrical branch circuits in multiple voltages and phases;
- Complete renovation or installation for lighting, low voltage, based on drawings or technical specifications;
- Troubleshoot and repair problems in various systems such as receptacles, switches, ballasts, and light fixtures;
- Read, understand, and interpret blueprints, technical specifications for distribution, lighting and low voltage systems;
- Understand and is familiar with NFPA code as they apply to electricity and safety; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school or GED;
- Ability to follow oral and written instructions;
- Minimum of 5 years of experience in the electrical trades;
- Basic knowledge of the electrical systems;
- Ability to utilize trade mathematics and interpret standard technical drawings and specifications;

- Possess and maintain a valid driver's license with no more than the equivalent of four (4) points in the State of Maryland;
- Requires the exercise of independent judgment in the accomplishment of repair/replacement/renovation and preventive maintenance of electrical items. Must follow strict adherence to standard work procedures including all applicable codes;
- Requires considerable physical effort at frequent intervals while loading and unloading heavy tools, equipment and supplies. Requires manual dexterity and periods of close concentration to effect repairs and adjustments;
- Requires more than routine care in the installation, adjustment and repair of equipment since faulty workmanship could result in malfunctions that could be disruptive to school activities;
- Ability to lift 75 pounds at regular intervals; and
- Possession of Maryland Journeyman's Electrician License (preferred).

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 12.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

MAINTENANCE TRADES III (HVAC)

POSITION: Maintenance Trades III (HVAC)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a skilled trades person, it is expected the candidate will have 4 years minimum experience, a combination repair and maintenance of a wide variety of air conditioning and refrigeration systems. Work is to be performed under the general supervision of the foreman.

ESSENTIAL FUNCTIONS:

- Disassembles and assembles boilers for repairs, inspections, and annual cleaning;
- Diagnose problems and make repairs of electronic and pneumatic control devices;
- Check, maintain, and repair refrigeration and chiller systems;
- Maintain and repair steam and chilled water systems and components;
- Lifting and carrying heavy objects. Works at elevated heights;
- Able to follow verbal and written instructions; and
- Consistent and reliable attendance.

DUTIES AND RESPONSIBILITIES:

- Troubleshoots, diagnoses, and repairs air conditioning and refrigeration systems and ventilation units, including such items as replacing compressors, changing shaft, and bearing assemblies, repairing oil and refrigerant leaks, and installing duct work.
- Troubleshoots, diagnoses, and repairs school heating systems, including boilers, pumps, air handlers, unit ventilators, and piping.
- Performs scheduled preventive maintenance, making visual inspections, removing and cleaning line strainers, checking controls, testing water samples for pH factor, lubrication, checking/changing drive belts, and changing oil; monitors pressures, adjusts controls, gas valves, regulators, and air handlers.
- Leads or instructs employees as delegated.
- Participates in the maintenance of shop equipment and maintenance of the cleanliness of the shop.
- Prepares daily log of work completed and inspections made; maintains shop inventory records; orders parts, as needed.
- Responds to emergency duty assignments when required by supervisor.
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED) is desirable;
- Four years of experience in the repair and maintenance of a wide variety of air conditioning and refrigeration systems; or any combination of experience and training that would provide the following knowledge, abilities, and skills:

- Considerable knowledge of the methods, practices, and techniques used in replacing, repairing, and maintaining air conditioning and refrigeration units;
- Considerable knowledge of the use and care of equipment and tools required for the repair, installation, and maintenance of air conditioning and refrigeration units;
- Considerable knowledge of the properties and safety standards of various refrigerants;
- Ability to troubleshoot and diagnose cooling plant problems and to make effective repairs;
- Ability to read, write, and to follow instructions;
- Ability to comply with all safety rules and regulations in relation to the air conditioning trade;
- Skill in the use of tools and equipment associated with air conditioning and refrigeration repairs;
- Experience in troubleshooting pneumatic and electronic controls;
- Basic knowledge of fire and security systems; and
- Knowledge of the operations of facilities management systems.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARYGRADERANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 12.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION

VEHICLE MECHANIC III

POSITION: Vehicle Mechanic III
REPORTS TO: Director of Maintenance
LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a skilled trades person, it is expected that the candidate will have five years of experience in gasoline and diesel powered automobiles. The work is performed under the general supervision of the assigned Foreman.

ESSENTIAL FUNCTIONS:

- Performs work in the maintenance, and repair, of automotive components and systems
- Report concerns and safety issues to assigned Foreman
- Responds to emergency duty assignments when required
- Performs other duties as assigned

ILLUSTRATIVE EXAMPLES OF WORK:

- Assist in the repair, replacement, and maintenance of diesel and gasoline powered vehicles.

DUTIES AND RESPONSIBILITIES:

- Performs basic preventative maintenance such as oil change, replacement of filters, belts, hoses, and lubrication
- Replace components as directed by higher level mechanics
- Cleans, inspects, replaces all drive lines and suspension components
- Performs minor engine tune-up
- Mounts and balances tire.
- Repairs minor electrical problems involving charging systems, lights, and fuses
- Repairs and maintains small two and four stroke engines
- Inspects and repairs components of brake system, including replacement of pads, rotors, drums, and power units
- Replace transmission using remanufactured or new assemblies
- Diagnose and repair fuel system problems
- Able to use troubleshooting procedures in shop manuals
- Knowledge and use of basic electronics in repair of various components and systems
- Organize automotive repair shop and maintain inventory of needed supplies
- Diagnose and repair major power-train failures
- Performs other duties as assigned

QUALIFICATIONS:

- Graduation from high school or GED
- Three years of auto repair and maintenance experience in the installation, repair and maintenance of gas and diesel vehicles; or any combination and training that would provide the knowledge, abilities and skills.
- Possess of a valid Maryland Class D driver's license.
- Ability to use shop mathematics, read drawings and specifications.

- Capable of expending considerable physical effort to lift, position, store, transport heavy parts and materials
- Familiarity with safe work practices
- A willingness to take such additional training as required for the performance of his/her duties
- Capable of enduring exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the non-certificated salary schedule for twelve-month eight-hour employees – Range 12.

Updated February 2009