

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

MAINTENANCE TRADES IV (Carpenter)

POSITION: Maintenance Grades IV (Carpenter)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

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;
- Responds to emergency duty assignments when required by supervisor;
- Leads or instructs employees as delegated; and
- Performs other duties as assigned.

QUALIFICATIONS:

Graduation from high school (or GED) is desirable; four (4) years of experience of carpentry experience in the construction, repair, and maintenance of facilities; or any combination of experience and training that would provide the following knowledge, abilities, and skills:

- Considerable knowledge of local, state, and federal building codes;
- Considerable knowledge of the common practices, tools, materials, techniques, and terminology of the carpentry trade;

- Ability to read, write, and follow instructions and work from blueprints and specifications;
- Ability to estimate time materials required, and to perform a wide variety of carpentry duties;
- Ability to operate common woodworking equipment and machinery;
- Ability to rig and work from a scaffold;
- Ability to layout, plan and design wood trims, cabinets and assemblies;
- Ability to comply with all safety rules and regulations of the trade;
- Skilled in the application of methods, techniques, and tools and in the carpentry trade;
- Skilled in cutting, jointing, fitting wood assemblies, and applying laminates; and
- Possession of a valid Maryland driver's license.

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 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

MAINTENANCE TRADES IV (HVAC)

POSITION: Maintenance Trades IV (HVAC)

REPORTS TO: Director of Maintenance

LOCATION: Department of Maintenance
Division of Supporting Services

NATURE OF WORK:

The purpose of this position is to perform maintenance, repair, renovation and replacement of HVAC systems to include water chillers, and associated equipment, fan coil units, unit ventilators, variable refrigerant systems, self-contained air conditioning / heating units from .5 to 45 tons, heat pumps, water based cooling towers, Siemens, Johnson Controls Control Incorporate control systems and heating hot water and steam boilers (under 15 p.s.i.), special events preparation for the school system.

ESSENTIAL FUNCTIONS:

- Perform all work requests and preventive maintenance to HVAC systems, and heating hot water and steam boiler to task completion;
- Exercise a working knowledge of tools, equipment, and materials utilized in HVAC systems and heating hot water and steam boiler maintenance and repair;
- Ability to assess tasks to determine equipment, supplies, materials and resources needed to perform duties affecting HVAC systems and heating hot water and steam boiler maintenance and repair;
- Provide input in the development of technical specification, and preventive maintenance procedures related the systems maintenance, repair and replacement;
- Disassembles and assembles boilers for repairs, inspections, and annual cleaning;
- Diagnose problems and make repairs of electronic and pneumatic control devices;
- Maintain and repair, hot water, steam and chilled water distribution systems and components;
- Lifting and carrying heavy objects. Works at elevated heights;
- Able to follow verbal and written instructions;
- Consistent and reliable attendance;
- Troubleshoot and repair problems in various H.V.A.C. systems such as air conditioning, boilers, hydraulic systems;
- Performs basic fluid, heat, and lighting load calculations for the modification of distribution HVAC systems;
- Read, understand, and interpret blueprints, schematics, technical specifications for distribution, electrical, cooling and heating systems; and
- Troubleshoot and repair major cooling and heating equipment, i.e. water and air cooled chillers, water tube and fire tube boilers.

DUTIES AND RESPONSIBILITIES:

- Effective oral and written communication skills to effectively express and document issues, daily assignment, and required reports;
- Ensures equipment, materials, and resources are available and in accordance with daily assignments;
- Establish and maintain basic services and supplies to accomplish daily assigned tasks;
- Manages the completion of work orders, preventive maintenance and repair/replacement/ renovation projects in specified time frames;

- Completes all required records, reports and documentation for tasks assigned;
- Must have a broad knowledge of several trades to responsibility, expeditiously and effectively complete maintenance work orders and projects;
- Ensures that work is executed and accomplished in compliance with building, health and safety codes, standards, policies, regulations, and contract requirements;
- Ability to use a computerized work order system and other basic office computer and software to coordinate, organize, schedule, monitor and direct the work of the tradesmen;
- Troubleshoots, diagnoses, and repairs all light commercial HVAC systems. To include support, controls, electrical and hydraulic, mechanical systems;
- Troubleshoots, diagnoses, and repairs school heating systems, including boilers, pumps, air handlers, unit ventilators, and piping;
- Performs scheduled preventive maintenance;
- Leads or instructs employees as delegated;
- Prepares daily log of work completed and inspections made; maintains shop inventory records; orders parts, as needed;
- Responds to emergency duty assignments; and
- Perform other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED) is desirable;
- Minimum of five (5) years of experience in the repair and maintenance of a wide variety of HVAC 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, heating and refrigeration units;
 - Considerable knowledge of the use and care of equipment and tools required for the repair, installation, and maintenance of water, heating and refrigeration units;
 - Considerable knowledge of the properties and safety standards of various refrigerants and pressure vessels;
 - 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.
- Possess and maintain a valid driver's license in accordance with Board of Education Policy and Regulation;
- Universal CFC certificate preferred, CFC Type I and II required; and
- Maryland State Stationary Engineering License Grade 1-3, preferred.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month eight hours employees – Range 14.

BARGAINING UNIT: EASMC-ESP

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

MAINTENANCE TRADES IV (Locksmith)

POSITION: Maintenance Trades IV (Locksmith)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

- Ability to work independently;
- Diagnose and repair locking mechanisms and associated hardware;
- Capable of disassembling and re-assembling locking mechanisms;
- Thorough knowledge of locking mechanisms;
- Operates a variety of equipment to include power tools, and hand tools;
- Capability of operating key duplicating machine;
- Assures and understands compliance and safety practices and procedures in accordance with applicable codes, regulations and requirements; and
- Maintains various records related to keying systems, facility control key indexes.

DUTIES AND RESPONSIBILITIES:

- Troubleshoots diagnoses and repairs associated door locking mechanisms, door jambs, garage doors and openers;
- Performs preventive maintenance checks of doors and locking mechanisms;
- Repairs, installs, and maintains locks on cabinets, lockers and doors; cuts keys and possess the ability to assist in changing lock combinations; cuts duplicate keys with and without patterns and guides;

- Repairs and replaces tumblers, springs and other associated lock parts; removes broken keys and or foreign objects from lockers and lock systems;
- Operates hand tools and special equipment to open key and combinations locks; disassembles and repairs padlocks and door locks;
- Ability to perform associated carpentry and metal work in conjunction with lock-smithing repairs;
- Responds to emergency key needs when requested;
- Orders parts and maintains adequate inventory; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (GED) is desirable, four years of experience in the repair, maintenance, and service of locks and associated locking mechanisms and hardware;
- Considerable knowledge of state, local and federal codes applicable to the lock smith trade;
- Considerable knowledge of the methods, tools and equipment used in the maintenance and repair of a wide variety of locks and associated mechanisms;
- Ability to clean and repair locks, in addition the ability to perform preventive maintenance;
- Ability to re-key and master key a variety of locks;
- Ability to comply with safety rules and regulations of the trades;
- Ability to read, write, and follows both oral and written directions;
- Possession of willingness to obtain lock smith license/certification; and
- Knowledge of work 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 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

MAINTENANCE TRADES IV (Painter)

POSITION: Maintenance Trades IV (Painter)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a skilled journeyman level, it is expected the candidate will have experience in new construction, renovation, maintenance, and repair of light commercial buildings as a painter. The work is performed under the general supervision of the building trades' foreman.

ESSENTIAL FUNCTIONS:

- 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 and trailer underpinnings;
- Responds to emergency duty assignments when required; and
- Report concerns and safety issues to assigned foreman.

DUTIES AND RESPONSIBILITIES:

- Erect, use and maintain scaffolding and ladders;
- Prepare uncoated surfaces for finishing;
- Prepare coated surfaces for finishing;
- Prepare wood surfaces for finishing;
- Prepare block areas for finishing;
- Prepare metal surfaces for finishing;
- Select use and maintain brushes and rollers;
- Apply coatings using brushes and rollers;
- Prepare surface for wallpaper and vinyl coverings;
- Apply wallpaper and vinyl coverings;
- Obtain desired finishes using stains;

- Apply various varnishes and lacquers;
- Coordinate work with Foreman and Team Leader;
- Coordinate site work with Facility Administrator;
- Ensure safe practices are adhered to;
- Layout and apply lining schemes on gym floors and other play surfaces;
- Operate and maintain power washing equipment;
- Apply acrylic finish to tennis courts;
- Repair blemishes or damage to running track surfaces;
- Prepare coordinated color schemes for selection by user groups;
- Inspect wall covering ,painted surfaces and provide estimates on time material, and remaining life cycle;
- Performs work in the maintenance, repair, and modifications of building finishes;
- Prepare and maintain finish schedules for school facilities;
- Prepare time and material estimates for painting and wall covering;
- Direct the work of seasonal painters and regular painting crew;
- Establish standardized equipment; maintain inventory of needed supplies;
- Able to inspect and prepare reports of workmanship issues during construction; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Requires the ability to follow oral and written instructions;
- Requires a minimum of 8 years of painting experience;
- High school diploma or GED;
- Must be able to lift 75lbs; and
- Possession of a valid Maryland driver's license.

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 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP