

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

MAINTENANCE FOREMAN (ENGINEERING TRADES)

POSITION: Maintenance Foreman (Engineering Trades)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

Assumes responsibility for the expeditious and effective completion of all assigned (HVAC, fire alarm, fire protection, refrigeration, plumbing, electrical, food service, security, and vehicle) work requests. This includes scheduling, establishing priorities, crew assignment, securing quotes for materials/services, preparing scopes of work, providing budgetary input, supervision of contracted services, quality inspection/monitoring, and the overall direction in the engineering trades area. Provide information in electronic formats using Microsoft Office Suite. Must possess the ability to organize and maintain regulatory and empirical documentation, to estimate project funding requirements, and to recommend the appropriate construction and/or repair means and methods. Ensures on a daily basis that all work performed meets federal, state, and local requirements, and quality standards. Provide daily input and recommendations to the Director of Maintenance.

**ESSENTIAL FUNCTIONS:**

- Directs, manages and executes jobs to completion;
- Possess a working knowledge of tools, equipment and techniques utilized in the repair, service and maintenance of HVAC, fire alarm, fire protection, refrigeration, plumbing, electrical, food service, security and vehicle equipment and systems;
- Coordinates major repairs, service or maintenance with the school site personnel;
- Assesses job tasks to determine funding, equipment, supplies and resources needed to perform daily, weekly, monthly, and annualized duties;
- Uses computerized work order system to coordinate, organize, schedule, monitor and direct the work of assigned staff; and
- Manage and direct the tasks of greater than 15 personnel.

**DUTIES AND RESPONSIBILITIES:**

- Ensures that assigned work is executed and accomplished in compliance with federal, state and local requirements and health and safety regulations;
- Maintains inventory and orders supplies as needed;
- Monitors and manages budget within assigned area of responsibility;
- Communicates verbal/written concerns, reports, recommendations to the Director of Maintenance;
- Plans, organizes and assumes execution of assigned tasks within the engineering trades area;
- Assigns, instructs and inspects the work of personnel within the engineering trades area;
- Estimates labor and material for all engineering trades projects;
- Develops and administers quality standards to ensure work is accomplished in the most consistent, efficient and productive manner;
- Coordinates and inspects work performed by contractors;
- Assists in review of blueprints for new school construction, as well as, preparing and monitoring punch lists items for correction;
- Participates/provides input in the process for hiring, reclassification and employee evaluations;
- Coordinates work schedules to meet the needs of school facilities;

- Works in conjunction with the Direction of Maintenance to assess and prioritize work requests for major/minor projects for repairs and/or renovations;
- Participates actively with the Director of Maintenance in the preparation and presentation of “Safety Information;”
- Maintains records of tools and equipment assigned;
- Prepares requests for purchase of service, material and equipment;
- Responds to emergency situations as required;
- Establishes and maintains effective relationships with subordinate employees, school officials and administrators, contractors, local and state agencies, vendors and suppliers;
- This position is considered as “Emergency Personnel;”
- Follows verbal and written instructions; and
- Other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school (or GED);
- Minimum of five years within the construction or maintenance trades area;
- Minimum of two years in a management or supervisory role;
- Possession of a Grade 3 License issued by the Maryland Board of Stationary Engineers or equivalent;
- Possession of a valid Maryland driver’s license;
- Knowledge of operating and capital budgets, facility management and computerized maintenance management systems (CMMS);
- Ability to read and interpret blueprints, drawings and specifications;
- Demonstrated ability in planning, scheduling, workload management and personnel management;
- Must possess excellent customer service and communication skills;
- Other combinations of education, training and experience that provide the required knowledge, skills and abilities necessary to perform this position may be considered.

**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 21.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP