

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

MAINTENANCE TEAM LEADER (ELECTRO/MECHANICAL)

POSITION: Maintenance Team Leader (Electro/Mechanical)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

Team Leader will be responsible for coordinating the activities of multiple trade maintenance teams. The purpose of this position is to coordinate the maintenance, repair, renovation and upkeep of plumbing fixtures and systems (lavatory sinks and toilets, water bubbler, hose bibs, etc.), lighting systems (task, office, classroom, exterior, stage and sporting field lighting), electrical distribution systems (switchgear, distribution panels, lighting and power panels, circuits to load, etc.), sanitary systems (septic fields, SBR sequential batch reactor plant), irrigation systems, potable hydronic system, and heating hot water and steam boilers, special events preparation, for the school system. The position may fulfill some of the duties of the Electro Mechanical trade's foreman in their absence.

**ESSENTIAL FUNCTIONS:**

- Coordinate and monitor all work requests and preventive maintenance to plumbing fixtures and systems, lighting systems, electrical distribution systems, sanitary systems, irrigation systems, potable hydronic system, and heating hot water and steam boiler to task completion;
- Exercise a working knowledge of tools, equipment, and materials utilized in plumbing fixtures and systems, lighting systems, electrical distribution systems, sanitary systems, irrigation systems, potable hydronic system, and heating hot water and steam boiler maintenance and repair;
- Ability to assess tasks to determine equipment, supplies, materials and resources needed to coordinate and perform duties effecting plumbing fixtures and systems, lighting system, electrical distribution systems, sanitary systems, irrigation systems, potable hydronic system, and heating hot water and steam boiler maintenance and repair;
- Provide reports and statuses on the following trade crafts – plumbing, lighting, electrical, sanitary, irrigation, potable hydronic systems, and heating hot water and steam boiler; and
- Provide input in the development of technical specification related the systems maintenance, repair and replacement.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates and assigns duties of tradesmen within the electro mechanical shop;
- Effective communication skills, oral and written 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 maintenance basic services and supplies to accomplish daily assigned tasks;
- Monitors quality of work, work flows, and productivity to ensure effective and timely maintenance and logistic service are being provided;
- Manage 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;
- Secure bids for material and contracted services, including the creation of purchase order requisitions;

- Prepare a draft scope of work for repair, replacement, and maintenance;
- Must have a broad knowledge of several trades to responsibly, 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, polices, 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; and
- Perform other duties as assigned.

#### QUALIFICATIONS:

- High School Diploma or Equivalency Certificate;
- Ability to successful complete a formal criminal history background screening;
- Minimum of three (3) years experience in coordinating projects in the maintenance and installation of plumbing fixtures and systems, lighting system, electrical distribution systems, sanitary systems, irrigation systems, potable hydronic system, and heating hot water and steam boiler maintenance and repair;
- Must possess a valid driver's license, CDL preferred;
- Must be capable of utilizing a computer and basic office software for daily functions;
- Must have a working knowledge and understanding of plumbing fixtures and systems, lighting system, electrical distribution systems, sanitary systems, irrigation systems, potable hydronic system, and heating hot water and steam boiler maintenance and repair; and
- Other combinations of education, training and experience, which 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 17.

#### BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

MAINTENANCE TEAM LEADER (TRANSPORTATION)

POSITION: Maintenance Team Leader (Transportation)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

Assumes responsibility for the expeditious and effective completion of all assigned transportation projects. Work involves scheduling, establishing necessary priorities, and overall work quality of the transportation area. Position requires the ability to determine stock levels of materials and supplies, capability to assess and maintain adequate supplies for scheduled projects, and keeping abreast of the newest materials and techniques. Must possess the ability to maintain daily, weekly and monthly documentation within this area, ability to estimate project requirements, and ability to recommend and execute desirable vehicle corrections. Assures on a daily basis that work meets federal, state and local requirements. Assures quality standards are addressed and work meets compliance and safety regulations. Provides daily input to Director of Maintenance.

**ESSENTIAL FUNCTIONS:**

- Manages and executes jobs to completion.;
- Possess a working knowledge of tools and equipment utilized within the transportation area;
- Assesses job tasks to determine funding, equipment, supplies and resources needed to perform and coordinate daily duties; and
- Possess thorough working knowledge of vehicle and bus maintenance, gas, and diesel engines.

**DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, and execution of assigned tasks within the transportation area;
- Assigns, instructs and inspects the work of personnel within the transportation area engaged in various activities, such as, vehicle maintenance, troubleshooting, repair and service;
- Estimates labor and material for all transportation projects;
- Develops and administers quality standards to ensure work is accomplished in the most efficient and productive manner;
- Coordinates and inspects work performed by contractors in relationship to transportation area. Assists in review and development of vehicle bid lists, and repair or replacement proposal;
- Coordinates work schedules to meet the needs of school facilities;
- Provides input in relationship to transportation area to support requirements for the yearly maintenance budget;
- Works in conjunction with Director of Maintenance or designee to assess and prioritize work requests for major/minor repair and service projects repairs;
- Maintains records of tools and equipment assigned to the transportation area;
- Prepares requests for purchase of materials and equipment;
- Responds to emergency situations as required;
- Establishes and maintains effective relationships with other employees, school officials and administrators, contractors, local and state agencies, vendors and suppliers;
- Possess a working knowledge of computers;
- Follows verbal and written instructions to pursue execution of assigned responsibilities;
- Inspects and checks in schools buses that are new to the school system;

- Assist with multiple school bus inspections;
- Must have a broad knowledge of vehicle repair and service repairs to gasoline, diesel engine and all associated power train assemblies;
- Ensures that assigned work is executed and accomplished in compliance with applicable safety regulations;
- Uses computer work order system to coordinate, organize, schedule, and monitor the work of staff within assigned area of responsibility;
- Maintains inventory and orders supplies as needed;
- Monitors and maintains open purchase order requests within assigned area of responsibility; and
- Performs other duties as assigned

**QUALIFICATIONS:**

Graduation from High School (or GED). Minimum of five years within the vehicle repair and service, and maintenance trade area. Knowledge of purchase orders and work management systems. Ability to read and interpret technical manuals, drawings, and specifications. Demonstrated ability in planning, scheduling, workload management and personnel management. Ability to perform manual labor. Must possess excellent human relations 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. ASE Certifications: A1-A9 (Automobile & Light Truck Certification), S1 – S7 (School Bus Certification), and T1 – T8 (Medium-Heavy Truck Certification), Journeyman, Non-Commercial with passenger and air brake, Class B.

**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 (#12) for twelve-month employees – Range 22.

**BARGAINING UNIT ELIGIBILITY: CEASMC**