

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

MAINTENANCE TRADES I

POSITION: Maintenance Trades I

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This position is an entry level position with limited experience in the maintenance trades; this position provides growth potential. The main function of an employee in this classification is to perform unskilled or semi-skilled labor for the Department of Maintenance as a whole. The employee will be utilized in the assistance of seasonal activities such as grounds care, moving and deliveries, minor carpentry, snow removal, air filter changes, roof maintenance, etc. The incumbent routinely receives assignments from Maintenance Foremen, Maintenance Team Leaders, under the direction of the Director of Maintenance.

ESSENTIAL FUNCTIONS:

- Cares for lawns, shrubbery, trees, and flowerbeds using hand and power tools and equipment;
- Provides unskilled labor in support of multiple trades, such as painting, roofing, mechanical, and vehicle transportation;
- Cleans, weeds, and rakes playgrounds;
- Replaces filters for mechanical air handling equipment;
- Be able to follow verbal and written instructions;
- Lift and carry heavy objects; and
- Work at elevated heights.

DUTIES AND RESPONSIBILITIES:

- Provides basic ground maintenance for school facilities; including turf cutting, aeration, seeding, and trimming. May use motorized, heavy-duty equipment such as trucks, tractors, mowers, edger, chainsaw, and tiller. Spreads top soil and sand. Cleans, weeds, and rakes flowerbeds and playgrounds;
- Makes minor repairs and alterations on floors, windows, furniture, and other wooden structures;
- Changes air filters;
- Repairs extension cords;
- Oils and lubricates mechanical and grounds equipment and machines;
- Prepares interior and exterior walls and other building structural surfaces by washing, brushing, sanding and scraping. Applies paint, varnishes, stains, and waterproofing agents to these surfaces;
- Cleans gutters and roof top drains. Assists in the stripping of roof materials and applications of new membranes or materials;
- Makes minor repairs to grounds such as parking lots, walkways, walls, and fencing;
- Operates automobiles, trucks, forklift, and grounds tractors;
- Makes general deliveries in schools and facilities;
- Assists mechanical trades in care and cleaning of boilers and other mechanical equipment; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school or GED;
- Fundamental knowledge of basic hand and power tools;
- Valid Maryland Drivers License;
- Ability to operate grounds tractors and mowers;
- Ability to routinely lift or move objects of 100 pounds or more; frequently during the day; and
- Ability to routinely climb ladders.

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 6.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP