

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

MAINTENANCE TRADES II

POSITION: Maintenance Trades II

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This position is an entry level position with limited experience in a maintenance trade. Maintenance Tradesmen is permanently assigned to a specific trade area or shop. The main function of an employee in this classification is to perform unskilled or semi-skilled labor for the maintenance department as a whole. This employee may be used for seasonal activities such as grounds care, moving and deliveries, snow removal, or roof maintenance. Incumbent routinely receives assignments from maintenance foremen, maintenance leaders, or maintenance personnel. The incumbent does not typically supervise or direct the work of others.

ESSENTIAL FUNCTIONS:

- Assists in the performance of work in the maintenance, repair, and construction of buildings, structures, and fixtures; including but not limited to lawns, shrubbery, trees, flower beds, basic painting, roofing and mechanical repair;
- Responds to emergency duty assignments when required; and
- Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Provides basic ground maintenance for school facilities; including light bulb changes, filter changes, aeration, seeding, trimming, etc. May use motorized, heavy-duty equipment such as trucks, tractors, mowers, edger, chainsaw, lifts, etc. Cleans, weeds, and rakes flower beds and playgrounds;
- Makes minor repairs and alterations on floors, windows, furniture, and other wooden structures;
- Caulks doors and windows;
- Changes filters;
- Checks and maintains sewer lines and cleans traps;
- Repairs extension cords;
- Oils and lubricates mechanical and grounds equipment and machines;
- Prepares interior and exterior walls, ceiling, floors, and other building surfaces by washing, brushing, sanding and scraping. Assist with the application of paints, varnishes, stains, and waterproofing agents to these surfaces;
- Cleans gutters and roof top drains. Assist 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;
- May drive automobiles, trucks, forklift, and grounds tractors. Make general deliveries to schools and facilities;
- Moves and delivers equipment and materials as needed;
- Assist mechanical trades in care and cleaning of boilers and other mechanical equipment;
- Cares for lawns, shrubbery, trees, and flower beds 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; and
- Replaces filters for mechanical air handling equipment.

QUALIFICATIONS:

- Graduation from high school or GED;
- Possess a valid drivers license;
- Some knowledge of basic grounds care and maintenance repairs;
- Fundamental experience in grounds care, plumbing, concrete work, roofing, painting, small engine mechanics, or other related areas;
- Fundamental knowledge of basic hand and power tools;
- Ability to operate grounds tractors and mowers;
- Accuracy in the use of tools and equipment;
- 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 8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP