

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

MAINTENANCE TRADES III (BUILDING/ROOFER)

POSITION: Maintenance Trades III (Building/Roofer)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a highly skilled trade's position; the candidate will have five years minimum experience in a combination of new construction, maintenance, and repair of light commercial buildings maintenance and repair. Building Trades include the following skill sets/trades: carpenter, roofer, locksmith, grounds, logistics, painting, flooring, drop ceilings, grounds, bleachers sports equipment, lockers, and glazing. Work is to be performed under the general supervision of the Foreman, or designee.

ESSENTIAL FUNCTIONS:

- Performs work in the maintenance and repair of building trades;
- Reports building trades concerns and safety issues to assigned Foreman;
- Responds to emergency and after-hours duty assignments when required; and
- Assists in the repair, maintenance, and inspection of building trades.

DUTIES AND RESPONSIBILITIES:

- Performs work in the maintenance, repair, construction of building structures, and fixtures; including but not limited to roofs, walls, ceilings, doors, cabinets, shelves, bulletin boards, etc.;
- Performs work required for maintenance of roofing systems;
- Performs work demanding a high degree of skill and professionalism;
- Sets up and operates all commonly associated trade tools;
- Maintains records of labor and material used;
- Makes accurate material lists and coordinates work with appropriate school personnel;
- Plans and performs repairs of carpentry and roofing systems;
- Must be able to work flexible work hours and schedules when required;
- Investigates work orders related to building systems and diagnosis the required repair;
- Makes carpentry repairs;
- Lays out, cuts, solders, and installs gutters, downspouts, and other sheet metal fixtures;
- Lifts, carries heavy objects and works above normal heights;
- Communicates verbally and in writing with school staff and supervisor concerning roofing work practices/inspection results;
- Can read and interpret engineered drawings and specifications; and
- Performs other duties as assigned and assumes other responsibilities within his capabilities as assigned by the Director of Maintenance.

QUALIFICATIONS:

- Graduation from high school or GED;
- Five years of experience in the repair and maintenance of light commercial facilities (employment work duties and responsibilities must reflect this experience);

- Possess and maintain a valid driver's license with no more than the equivalent of four points in the State of Maryland, and comply with other requirements within BOE Policy and Regulation EEBA/R;
- Capable of expending considerable physical effort to lift, position, store, and transport parts and materials up to 50 pounds; and
- Capable of enduring exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.

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 12.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP