

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

**MAINTENANCE ENGINEERING TRADES IV WASTEWATER TREATMENT/BUILDING
FMS AUTOMATION**

POSITION: Maintenance Engineering Trades IV Wastewater Treatment/Building FMS Automation

REPORTS TO: Director of Maintenance

LOCATION: Department of Maintenance

NATURE OF WORK:

Assumes responsibility for Wastewater Treatment Program and Facilities Management System. The position requires scheduling, establishing necessary priorities, meeting Federal and State compliances relevant to Safe Water Drinking Act. Position requires that the individual work with internal staff and contractors relative to troubleshooting, servicing, and repairing wastewater treatment plants and associated equipment. Position requires knowledge of troubleshooting techniques and knowledge of Building Automation Systems and mechanical systems. Additionally, the individual will be responsible for all associated reporting of public drinking water systems data and wastewater/discharge monitoring reports along with all associated paperwork for Facilities Management System.

ESSENTIAL FUNCTIONS:

- Must have knowledge of wastewater, public drinking water, and HVAC systems with overall knowledge of mechanical systems and their functions;
- Capable of providing written as well as verbal input to immediate supervisor, state, and federal agencies relevant to wastewater and public drinking water systems;
- Ability to diagnose/troubleshoot and service all functions of Facility Management System relevant to HVAC;
- Ability to work independently with minimal supervision;
- Possess knowledge of chemical testing/sampling of water and wastewater for lab submittals based on industry standards;
- Extensive knowledge of computers relevant to Building Automation Systems;
- Full and applicable knowledge of computers, Building Automation/HVAC, and Wastewater Treatment Plants;
- Possess both plumbing and HVAC knowledge;
- Ability to read, interpret, and understand manuals respective to software and the operation of Building Automation/HVAC Systems;
- Ability to effectively communicate written and orally with maintenance staff, supervisor, and vendors relevant to state and federal agencies;
- Possess the ability to provide written reports in direct relationship with compliance issues;
- Willingness to attend annual training classes for wastewater/drinking water compliances as well as Building Automation System technology; Possess excellent human relations skills as well as interactive communication skills.

DUTIES AND RESPONSIBILITIES:

- Assists in the coordination of troubleshooting, repair, and programming of Building Automation Systems and wastewater treatment plants;
- Reads and interprets wiring diagrams, cabling diagrams, HVAC/mechanical blueprints with the capability of using a variety of standard and specialized test equipment;
- Meets compliance issues relevant to wastewater treatment plants and public drinking water systems, to include all necessary/required paperwork;
- Assists with after hour corrections of Building Automation related problems;

- Maintains and prepares daily management/system deficiency reports of Building Automation System/HVAC for Supervisors use;
- Ensures that Building Automation System's contractors perform specified software and hardware maintenance including all necessary reporting;
- Maintains all records in respect to software parameters and installed hardware.
- Assists in the review of blueprints and schematics for new school construction as well as monitoring of punch lists for contractor's compliance;
- Required to assist in after-hour responses in respect to Building Automation/HVAC and Wastewater Treatment Plant issues;
- Analyzes incoming alarm on Building Automation Systems (FMS) to include diagnosis, corrective actions, and assist in determining priority of service calls;
- Troubleshoots, diagnoses related system problems, and makes minor/major repair on Building Automation System as well as wastewater plant repairs;
- Maintains all documentation for chemical feed systems associated with St. Mary's County Public Schools' mechanical systems;
- Works collaboratively with Health Department and State/Federal Officials in diagnosing water and/or sanitation deficiencies. Relevant to this participation possess the ability and knowledge to provide the Director of Maintenance with all required reporting;
- Provides and schedules all facility and after-hour HVAC equipment usage requirements;
- Provides the Director of Maintenance with a weekly report of all system deficiencies with corrective actions that have occurred; and
- Possess the ability to assist HVAC departmental personnel with field-related concerns/issues.

QUALIFICATIONS:

- High School diploma or equivalency;
- Skilled in the application of methods, techniques, compliances, and tools used in reporting, inspection, maintenance, and testing of Building Automation/HVAC, Wastewater Treatment Systems, and Public Water Drinking Systems; and
- Considerable knowledge of local, state, and federal rules, regulations, and compliances associated with water treatment/public drinking water.

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 15.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 01.30.2024