

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

MAINTENANCE TRADES III (BUILDING EQUIPMENT REPAIR)

POSITION: Maintenance Trades III (BUILDING EQUIPMENT REPAIR)

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:

- Repair lockers, including replacement parts, sections and relocation;
- Install window coverings such as blinds and curtains;
- Install chalkboards, tack strips, and bulletin boards;
- Install metal shelving and small hardware such as door stops and coat hooks;
- Caulk windows, door frames, and expansion joints;
- Install weather stripping and door sweeps;
- Install vinyl cover base;
- Read instructions and assemble furniture;
- Repair chain link fencing and swing gates;
- Repair and install bathroom partitions;
- Glaze windows using glazing compound, spline, metal, or wood stops;
- Install hardware, vision kits, and vents in doors;
- Install and replace window hardware;
- Replace ceiling tiles or install tiles into grid, cutting and fitting around irregular surfaces;
- Set floor tiles to pattern, cutting and fitting around irregular surfaces as needed;
- Tape and apply compound to drywall joints, prepare for final wall finish;
- Repair and maintain moveable and fixed bleachers;
- Repair or replace parts on moveable equipment, furniture, or partitions;
- Inspect and repair cafeteria tables;
- Patch/repair concrete sidewalks and curbs;
- Operate a concrete grinder;
- Repair playground equipment;
- Patch/repair asphalt parking lots; and
- Assemble and install outdoor equipment (i.e., benches, patio furniture, trash receptacles, athletic equipment, etc.

- 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.
- Capable of expending considerate 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