Lines of Responsibility

**Director of Maintenance**
- Prepare, coordinate, and administer the Comprehensive Maintenance Plan for Educational Facilities
- Integrate people, technology, and process to ensure students and staff of SMCPS learn and work in a safe, comfortable, and attractive environment
- Coordinate data collection to plan future Capital Improvement Program and operating budget needs
- Provide direction to the work order specialist, building trades foreman, engineering trades foreman including vehicles, account clerk, project coordinator, and fiscal secretary
- Prepare budget, coordinate procurement process, and enforce Board policies as they relate to the Department of Maintenance’s vision
- Report activities within the Department of Maintenance to other departments within DSS
- Monitor law, regulation, and building code revision and implement changes to maintenance process
- Manage and coordinate property damage reporting, warranties, fire drills, clean water/clean air act, right to know/chemical/chemical exposure
- Manage license / permit requirements and related testing for UST, Fire Life Safety Systems, Pressure Vessels (boiler, hot water heaters, and water chillers), wells, well water withdraw permits, MDE monthly required water testing, Tri-annual Pb water testing, Bi-annual Cu and Pb water testing, and elevator. This includes the permitting for the removal, abandonment, alteration, and replacement of the systems.
- Serves as a St. Mary’s County Emergency Operations Center designee
- Coordinate capital and operational project development

**Project Coordinator I - Facilities Specialist**
- Manages and inspects institutional/commercial projects throughout the delivery process
- Performs institutional/commercial construction cost estimating
• Reviews and writes renovation/alteration, repair, or replacement process scopes of work
• Knowledge of institutional/commercial building codes, life safety codes, and American with Disabilities Act (ADA) and develops solutions to meet requirements
• Performs facilities inspections to identify needs and adjust need priorities

**Work Order Specialist**

• Communicate with school site operational staff
• Process submitted work requests into work orders
• Assign work orders to the appropriate department or trade area
• Provide workflow, scheduling, and cost estimate information
• Captures cost and labor data
• Facilities preventive maintenance tasks and scheduling

**Building Trades Foreman**

• Assigns and schedules work order completion
• Assigns and schedules preventive maintenance task completion
• Obtains price quotes
• Monitor contracted services and scope of work development
• Coordinate supply acquisition and delivery

This shop has the responsibility for the care of the architectural and structural features of school facilities, as well as the grounds. With the modernization and expansion of school facilities and evolving “greener” materials, an increase in supplies funding will likely be required in order to integrate the new “greener” materials into all of our facility repair, refurbishment, renovation, and replacement programs.
<table>
<thead>
<tr>
<th>Flooring systems</th>
<th>Ceiling systems</th>
<th>Locksmithing</th>
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<tbody>
<tr>
<td>Carpentry/shelves/furniture repair</td>
<td>Roof systems</td>
<td>Bleachers</td>
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<tr>
<td>Interior and exterior painting</td>
<td>Window/glass replacement</td>
<td>Signage</td>
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<tr>
<td>Parking facility maintenance</td>
<td>Drywall finishing</td>
<td>Moving</td>
</tr>
<tr>
<td>Playground equipment/surfaces</td>
<td>Special event preparation</td>
<td>Lockers</td>
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<tr>
<td>Office renovations</td>
<td>Instructional boards</td>
<td>Grounds and landscaping</td>
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<tr>
<td>Cabinets</td>
<td>Bathroom partitions</td>
<td>Concrete work</td>
</tr>
<tr>
<td>Cafeteria tables</td>
<td>Window blinds/shades</td>
<td>Gates/fencing</td>
</tr>
<tr>
<td>Sediment ponds</td>
<td>Athletic fields and tracks</td>
<td>Stormwater management</td>
</tr>
</tbody>
</table>

**Engineering Trades and Vehicle Foreman**

- Assign and schedule work order completion
- Assign and schedule maintenance task completion
- Obtains price quotes
- Monitor contracted services and scope of work
- Coordinate supplies acquisition and delivery
- Collects and maintains data relevant to determining replacement intervals of electrical, mechanical, life safety, and plumbing systems
- Track and maintain maintenance records for all Board-owned vehicles

This shop has the responsibility for the maintenance of the school system’s heating and cooling equipment, plumbing systems, vehicle fleet, fire/intrusion systems, food service equipment, and electrical systems. Increased funding requirements are to support escalation of more technologically advanced and proprietary equipment and systems, testing, inspection, certification requirements, and premature replacement of equipment within its life cycle but obsolete to repair.
### Hourly staff

In order to achieve some of the objectives of the Comprehensive Maintenance Plan for Educational Facilities, a more aggressive logistic support and grounds maintenance schedule has been implemented with the use of hourly staff.

### Snow removal, major moving events, and emergency response

During snow removal, major moving events, and emergency response, all maintenance personnel respond and are under the direct direction of the Director of Maintenance.

<table>
<thead>
<tr>
<th>Plumbing fixtures and systems</th>
<th>Lighting systems</th>
<th>Electrical distribution systems</th>
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</thead>
<tbody>
<tr>
<td>Heating systems</td>
<td>Sanitary systems</td>
<td>Water testing-potable</td>
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<tr>
<td>Refrigeration systems</td>
<td>Air conditioning systems</td>
<td>Compressed air systems</td>
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<tr>
<td>Fire alarm systems</td>
<td>Irrigation systems</td>
<td>Fire protection systems</td>
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<tr>
<td>Intrusion detection systems</td>
<td>Process hydronic systems</td>
<td>Potable hydronic systems</td>
</tr>
<tr>
<td>Buses</td>
<td>Cars/Trucks</td>
<td>Maintenance/Moving equipment</td>
</tr>
<tr>
<td>School equipment</td>
<td>Grounds equipment</td>
<td>Stand-by generators</td>
</tr>
</tbody>
</table>