

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

MAINTENANCE TRADES III (Carpenter)

POSITION: Maintenance Trades III (Carpenter)

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;
- Performs work demanding a high degree of skill and professionalism;
- Reports building trades concerns and safety issues to assigned Foreman;
- Responds to emergency and after-hours duty assignments when required;
- Works flexible work hours and schedules when required, and
- Assists in the repair, maintenance, and inspection of building trades.

DUTIES AND RESPONSIBILITIES:

- Performs work in the maintenance, repair, and construction of buildings, structures, and fixtures; including but not limited to walls, ceilings, doors, cabinets, shelves, bulletin boards, chalkboards, trailer underpinnings, and replacing broken glass and tiles;
- Prepares estimates of labor and materials as directed, maintains records of labor and material used;
- Sets up and operates all commonly associated trade tools;
- Maintains records of labor and material used;
- Develops accurate material lists and coordinates work with appropriate school personnel;
- Plans and performs repairs of building trade fixture and systems;
- Investigates work orders related to building systems and diagnosis the required repair;
- Lifts, carries heavy objects and works above normal heights;
- Reads and interprets engineered drawings and specifications; and

- Performs other responsibilities and duties within his capabilities as assigned by the Director of Maintenance.

QUALIFICATIONS:

- Graduation from high school (or GED);
- Five (5) years of experience of carpentry experience in the construction, repair, and maintenance of facilities;
- Possess and maintain a valid driver's license with no more than the equivalent of four points in the State of Maryland;
- Possess an Environmental Protection Agency - Renovators Certification or have the ability to obtain the certification with-in 6 months of employment;
- 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