

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

MAINTENANCE TRADES III (BUILDING EQUIPMENT REPAIR)

POSITION: Maintenance Trades III (BUIDLING 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 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

09.2020

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 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

12.2021

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**

11.2021

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

MAINTENANCE TRADES III (ELECTRICIAN)

POSITION: Maintenance Trades III (Electrician)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

This is a skilled trades person, it is expected the candidate will have 5 years minimum experience, a combination of new construction, maintenance, and repair of light commercial buildings as an electrician. Work is to be performed under the general supervision of the foreman.

**ESSENTIAL FUNCTIONS:**

- Performs work in the maintenance, repair, modifications of buildings/schools electrical components and systems;
- Report concerns and safety issues to assigned foreman; and
- Responds to emergency duty assignments when required.

**DUTIES AND RESPONSIBILITIES:**

- Determine and locate electrical malfunctions using test equipment such as amprobe, voltmeter, multimeter, and insulation resistance tester, ohmmeter on both AC and DC current including low and high voltage;
- Perform routine preventive maintenance, repair, replacement, renovations of electrical equipment and components;
- Apply National Fire Protection Code (including NEC) requirements to all repairs and modifications;
- Perform repairs including replacing fuses, light bulbs, switches, receptacles, electric thermostats, floor plugs, lighting fixtures, electric heat units, clocks, kiln components, etc.;
- Cut and strip conductors, mount electrical boxes, make electrical connections, install Greenfield and BX conductors, GFI's, etc.;
- Install EMT conduit, wire-mold, BX conductors, and other raceway materials;
- Modify and repair electrical branch circuits in multiple voltages and phases;
- Complete renovation or installation for lighting, low voltage, based on drawings or technical specifications;
- Troubleshoot and repair problems in various systems such as receptacles, switches, ballasts, and light fixtures;
- Read, understand, and interpret blueprints, technical specifications for distribution, lighting and low voltage systems;
- Understand and is familiar with NFPA code as they apply to electricity and safety; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school or GED;
- Ability to follow oral and written instructions;
- Minimum of 5 years of experience in the electrical trades;
- Basic knowledge of the electrical systems;
- Ability to utilize trade mathematics and interpret standard technical drawings and specifications;

- Possess and maintain a valid driver's license with no more than the equivalent of four (4) points in the State of Maryland;
- Requires the exercise of independent judgment in the accomplishment of repair/replacement/renovation and preventive maintenance of electrical items. Must follow strict adherence to standard work procedures including all applicable codes;
- Requires considerable physical effort at frequent intervals while loading and unloading heavy tools, equipment and supplies. Requires manual dexterity and periods of close concentration to effect repairs and adjustments;
- Requires more than routine care in the installation, adjustment and repair of equipment since faulty workmanship could result in malfunctions that could be disruptive to school activities;
- Ability to lift 75 pounds at regular intervals; and
- Possession of Maryland Journeyman's Electrician License (preferred).

**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

2019



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

MAINTENANCE TRADES III (HVAC)

POSITION: Maintenance Trades III (HVAC)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

This is a skilled trades person, it is expected the candidate will have 4 years minimum experience, a combination repair and maintenance of a wide variety of air conditioning and refrigeration systems. Work is to be performed under the general supervision of the foreman.

**ESSENTIAL FUNCTIONS:**

- Disassembles and assembles boilers for repairs, inspections, and annual cleaning;
- Diagnose problems and make repairs of electronic and pneumatic control devices;
- Check, maintain, and repair refrigeration and chiller systems;
- Maintain and repair steam and chilled water systems and components;
- Lifting and carrying heavy objects. Works at elevated heights;
- Able to follow verbal and written instructions; and
- Consistent and reliable attendance.

**DUTIES AND RESPONSIBILITIES:**

- Troubleshoots, diagnoses, and repairs air conditioning and refrigeration systems and ventilation units, including such items as replacing compressors, changing shaft, and bearing assemblies, repairing oil and refrigerant leaks, and installing duct work.
- Troubleshoots, diagnoses, and repairs school heating systems, including boilers, pumps, air handlers, unit ventilators, and piping.
- Performs scheduled preventive maintenance, making visual inspections, removing and cleaning line strainers, checking controls, testing water samples for pH factor, lubrication, checking/changing drive belts, and changing oil; monitors pressures, adjusts controls, gas valves, regulators, and air handlers.
- Leads or instructs employees as delegated.
- Participates in the maintenance of shop equipment and maintenance of the cleanliness of the shop.
- Prepares daily log of work completed and inspections made; maintains shop inventory records; orders parts, as needed.
- Responds to emergency duty assignments when required by supervisor.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school (or GED) is desirable;
- Four years of experience in the repair and maintenance of a wide variety of air conditioning and refrigeration systems; or any combination of experience and training that would provide the following knowledge, abilities, and skills:

- Considerable knowledge of the methods, practices, and techniques used in replacing, repairing, and maintaining air conditioning and refrigeration units;
- Considerable knowledge of the use and care of equipment and tools required for the repair, installation, and maintenance of air conditioning and refrigeration units;
- Considerable knowledge of the properties and safety standards of various refrigerants;
- Ability to troubleshoot and diagnose cooling plant problems and to make effective repairs;
- Ability to read, write, and to follow instructions;
- Ability to comply with all safety rules and regulations in relation to the air conditioning trade;
- Skill in the use of tools and equipment associated with air conditioning and refrigeration repairs;
- Experience in troubleshooting pneumatic and electronic controls;
- Basic knowledge of fire and security systems; and
- Knowledge of the operations of facilities management systems.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARYGRADERANGE:**

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

11.2018

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

## MAINTENANCE TRADES III (Painter)

POSITION: Maintenance Trades III (Painter) REPORTS TO: Director  
of Maintenance LOCATION: Division of Supporting Services  
NATURE OF WORK:

This is a skilled journeyman-level position. It is expected the candidate will have experience in new construction, renovation, maintenance, and repair of light commercial buildings as a painter. The work is performed under the general supervision of the building trades' foreman.

### ESSENTIAL FUNCTIONS:

- 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, and trailer underpinnings;
- Perform physical activities such as climbing, lifting, carrying items, standing for periods of time, walking, etc.;
- Responds to emergency duty assignments when required; and
- Report concerns and safety issues to the assigned foreman.

### DUTIES AND RESPONSIBILITIES:

- Erect, use and maintain scaffolding and ladders;
- Prepare uncoated surfaces for finishing;
- Prepare coated surfaces for finishing;
- Prepare wood surfaces for finishing;
- Prepare block areas for finishing;
- Prepare metal surfaces for finishing;
- Select, use, and maintain brushes and rollers;
- Apply coatings using brushes and rollers;
- Prepare surfaces for wallpaper and vinyl coverings;
- Apply wallpaper and vinyl coverings;
- Obtain desired finishes using stains;
- Apply various varnishes and lacquers;
- Coordinate work with Foreman and Team Leader;
- Coordinate site work with Facility Administrator;
- Ensure safe practices are adhered to;
- Finish drywall surfaces - taping and compound;
- Inspect wall covering and, painted surfaces;
- Provides estimates on time, material, and remaining life cycle;
- Performs work in the maintenance, repair, and modifications of building finishes;
- Prepare and maintain finish schedules for school facilities;
- Prepare time and material estimates for painting and wall covering;
- Establish standardized equipment; maintain inventory of needed supplies;
- Able to inspect and prepare reports of workmanship issues during construction; and

- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school or GED
- Requires a minimum of 2 years of painting experience;
- Requires the ability to follow oral and written instructions;
- 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.;
- Meet the following Board of Education requirements in order to operate a Board of Education – Owned Vehicle (Board of Education Policy EEBA):
  - The applicant must have a valid Maryland driver’s license with no more than four current points. (Out of State points will be converted to equivalent points under Maryland Law.)
  - The applicant must not have been convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARYGRADERANGE:**

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 12.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**

Updated 01.2023