

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

MAINTENANCE TRADES IV (Building Repair/Carpentry)

POSITION: Maintenance Trades IV (Building Repair/Carpentry)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This lead supervisory work, in rough and finish carpentry and associated trades, requires independent judgment in assigning, scheduling, estimating, inspecting and participating in the work of carpentry and other related trades. Work tasks may include ceiling grid repairs, installation of instructional boards, cafeteria table repair, floor tiling, installation/repair of bathroom partitions, locker repairs, playground repair, bleacher repair, sign installation and/or repair, window blind installations, etc.

ESSENTIAL FUNCTIONS:

- Performs work tasks related to building repair/construction;
- Supervises work crews engaged in building repair/construction;
- Operates machinery needed in the completion of tasks related to building repair/construction;
- Maintains time and work order records; prepares reports as required;
- Assigns crews in response to emergency situations;
- Ability to lift, position, store, and transport parts and materials up to 50 pounds;
- Ability to endure exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.;
- Acts as Team Leader in his absence; and
- Performs or assists in performing the more difficult or skilled tasks, trains and instructs subordinates.

DUTIES AND RESPONSIBILITIES:

- Performs work in the maintenance, repair, and construction of buildings, structures, and fixtures; including but not limited to walls, ceilings, doors, 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;
- Responds to emergency duty assignments when required by supervisor;
- Leads or instructs employees as delegated; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED) is desirable;
- Four (4) years of experience of carpentry experience in the construction,

repair, and maintenance of facilities; or any combination of experience and training that would provide the following knowledge, abilities, and skills:

- Considerable knowledge of local, state, and federal building codes;
 - Considerable knowledge of the common practices, tools, materials, techniques, and terminology of the building trades;
 - Ability to read, write, and follow instructions and work from blueprints and specifications;
 - Ability to estimate time materials required, and to perform a wide variety of carpentry duties;
 - Ability to operate common building repair/carpentry equipment and machinery;
 - Ability to rig and work from a scaffold;
 - Ability to layout, plan and design wood trims, cabinets, and assemblies;
 - Ability to comply with all safety rules and regulations of the trade;
 - Skilled in the application of methods, techniques, and tools and in the carpentry trade;
 - Skilled in cutting, jointing, fitting wood assemblies, and applying laminates;
- Possession of a valid Maryland driver's license;
 - Capable of expending considerable physical effort to lift, position, store, and transport parts and materials up to 50 pounds;
 - Capable of enduring exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.; and
 - 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 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.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 11.2022

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

MAINTENANCE TRADES IV (Locksmith)

POSITION: Maintenance Trades IV (Locksmith)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

- Ability to work independently;
- Diagnose and repair locking mechanisms and associated hardware;
- Capable of disassembling and re-assembling locking mechanisms;
- Thorough knowledge of locking mechanisms;
- Operates a variety of equipment to include power tools, and hand tools;
- Capability of operating key duplicating machine;
- Assures and understands compliance and safety practices and procedures in accordance with applicable codes, regulations and requirements; and
- Maintains various records related to keying systems, facility control key indexes.

DUTIES AND RESPONSIBILITIES:

- Troubleshoots diagnoses and repairs associated door locking mechanisms, door jambs, garage doors and openers;
- Performs preventive maintenance checks of doors and locking mechanisms;
- Repairs, installs, and maintains locks on cabinets, lockers and doors; cuts keys and possess the ability to assist in changing lock combinations; cuts duplicate keys with and without patterns and guides;

- Repairs and replaces tumblers, springs and other associated lock parts; removes broken keys and or foreign objects from lockers and lock systems;
- Operates hand tools and special equipment to open key and combinations locks; disassembles and repairs padlocks and door locks;
- Ability to perform associated carpentry and metal work in conjunction with lock-smithing repairs;
- Responds to emergency key needs when requested;
- Orders parts and maintains adequate inventory; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (GED) is desirable, four years of experience in the repair, maintenance, and service of locks and associated locking mechanisms and hardware;
- Considerable knowledge of state, local and federal codes applicable to the lock smith trade;
- Considerable knowledge of the methods, tools and equipment used in the maintenance and repair of a wide variety of locks and associated mechanisms;
- Ability to clean and repair locks, in addition the ability to perform preventive maintenance;
- Ability to re-key and master key a variety of locks;
- Ability to comply with safety rules and regulations of the trades;
- Ability to read, write, and follows both oral and written directions;
- Possession of willingness to obtain lock smith license/certification; and
- Knowledge of work 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 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

MAINTENANCE TRADES IV (Painter)

POSITION: Maintenance Trades IV (Painter)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a skilled journeyman level, 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;
- Responds to emergency duty assignments when required; and
- Report concerns and safety issues to 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 surface 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;
- Layout and apply lining schemes on gym floors and other play surfaces;
- Operate and maintain power washing equipment;
- Apply acrylic finish to tennis courts;
- Repair blemishes or damage to running track surfaces;
- Prepare coordinated color schemes for selection by user groups;
- Inspect wall covering ,painted surfaces and provide 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;
- Direct the work of seasonal painters and regular painting crew;
- 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:

- Requires the ability to follow oral and written instructions;
- Requires a minimum of 8 years of painting experience;
- High school diploma or GED;
- Must be able to lift 75lbs; and
- Possession of a valid Maryland driver's license.

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 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

MAINTENANCE TRADES IV (ROOFER)

POSITION: Maintenance Trades IV (Roofer)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This lead supervisory skilled tradesperson is expected the candidate will have ten years minimum of experience in a combination of new construction, maintenance, and repair of light commercial buildings as a roofer. Work is to be performed under the general supervision of the Foreman.

ESSENTIAL FUNCTIONS:

- Performs work in the maintenance, repair, and construction of buildings' roofing systems;
- Reports concerns and safety issues to the assigned Foreman; and
- Responds to emergency duty assignments when required.

DUTIES AND RESPONSIBILITIES:

- Performs work required for the repair, maintenance, and installation of roofs, including four ply hot asphalt, EPDM, standing seam, and asphalt shingle;
- Performs work demanding a high degree of mutual skill in the roofing trade;
- Sets up and operates all tools of the trade and makes frequent decisions based upon technical details;
- Makes accurate material lists and coordinates work with appropriate school personnel;
- Investigates work orders related to leaks or other defects of roof;
- Clears affected surfaces, fills cracks or holes with cement and membrane, covers with hot asphalt;
- Makes carpentry repairs to damaged roof decking and curb systems;
- Rebuilds entire roofs, using base felt, tar, gravel, asphalt, and other materials as required;
- Repairs damaged roof sections;
- Lays out, cuts, solders, and installs gutters, downspouts, and other sheet metal fixtures;
- Assists in the correction of emergencies as they occur beyond the normal working hours;
- Monitoring of roof installations;
- Plans, and performs roofing repairs and installation of new roofing systems. Must be able to work flexible work hours when repairs are performed after the normal school day;
- Lifts carry heavy objects, and work above normal heights;
- Maintain/assist with field inspection reports for new roofing installations;
- Prepares detailed material lists for roofing projects;
- Communicates verbally and in writing with school staff, subordinates, and foreman concerning roofing work practices; and
- Performs other duties and assumes other responsibilities within his capabilities as assigned by the Director of Maintenance.

QUALIFICATIONS:

- Graduation from high school or GED;
- Five years of roofing experience in the installation, repair, and maintenance of roofing systems; or any combination and training that would provide the knowledge, abilities, and skills;
- Possess and maintain a valid Class D 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;
- Ability to use shop mathematics, read drawings and specifications;
- Capable of expending considerable physical effort to lift, position, store, and transport parts and materials up to 50 pounds; and
- Willingness to take such additional training as required for the performance of his/her duties; 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 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2020