

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

MAINTENANCE TRADES II

POSITION: Maintenance Trades II

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

This position is an entry level position with limited experience in a maintenance trade. Maintenance Tradesmen is permanently assigned to a specific trade area or shop. The main function of an employee in this classification is to perform unskilled or semi-skilled labor for the maintenance department as a whole. This employee may be used for seasonal activities such as grounds care, moving and deliveries, snow removal, or roof maintenance. Incumbent routinely receives assignments from maintenance foremen, maintenance leaders, or maintenance personnel. The incumbent does not typically supervise or direct the work of others.

**ESSENTIAL FUNCTIONS:**

- Assists in the performance of work in the maintenance, repair, and construction of buildings, structures, and fixtures; including but not limited to lawns, shrubbery, trees, flower beds, basic painting, roofing, and mechanical repair;
- Responds to emergency duty assignments when required; and
- Performs other duties as assigned.

**DUTIES AND RESPONSIBILITIES:**

- Provides basic ground maintenance for school facilities; including light bulb changes, filter changes, aeration, seeding, trimming, etc. May use motorized, heavy-duty equipment such as trucks, tractors, mowers, edger, chainsaw, lifts, etc. Cleans, weeds, and rakes flower beds and playgrounds;
- Makes minor repairs and alterations on floors, windows, furniture, and other wooden structures;
- Caulks doors and windows;
- Changes filters;
- Checks and maintains sewer lines and cleans traps;
- Repairs extension cords;
- Oils and lubricates mechanical and grounds equipment and machines;
- Prepares interior and exterior walls, ceiling, floors, and other building surfaces by washing, brushing, sanding and scraping. Assist with the application of paints, varnishes, stains, and waterproofing agents to these surfaces;
- Cleans gutters and roof top drains. Assist in the stripping of roof materials and applications of new membranes or materials;
- Makes minor repairs to grounds such as parking lots, walkways, walls, and fencing;
- May drive automobiles, trucks, forklift, and grounds tractors. Make general deliveries to schools and facilities;
- Moves and delivers equipment and materials as needed;
- Assist mechanical trades in care and cleaning of boilers and other mechanical equipment;
- Cares for lawns, shrubbery, trees, and flower beds using hand and power tools and equipment;

- Provides unskilled labor in support of multiple trades, such as painting, roofing, mechanical, and vehicle transportation;
- Cleans, weeds, and rakes playgrounds; and
- Replaces filters for mechanical air handling equipment.

**QUALIFICATIONS:**

- Graduation from high school or GED;
- Possess and maintain a valid driver's license with no more than the equivalent of four points in the State of Maryland to meet the Board of Education Policy EEBA and associated regulations;
- Two (2) years of experience in basic grounds care and maintenance repairs (work experience on the application must reflect this experience);
- Two (2) years of experience in plumbing, concrete work, roofing, painting, small engine mechanics, or other related areas (work experience on the application must reflect this experience);
- Fundamental knowledge of basic hand and power tools;
- Ability to operate grounds tractors and mowers;
- Accuracy in the use of tools and equipment;
- Ability to routinely lift or move objects of 100 pounds or more; frequently during the day; and
- Ability to routinely climb ladders and work at elevated heights.

**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 8.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2020

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

MAINTENANCE TRADES II (HVAC)

POSITION: Maintenance Trades II (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 two 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;
- 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; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Core and Type II – CFC certification required.
- Two 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, and maintenance of air conditioning and refrigeration units;
- Considerable knowledge of the properties and safety standards of various refrigerants;
- Ability to assist 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.
- High School Diploma or GED is required; and
- Possess and maintain a valid driver's license in accordance with the Board of Education Policy and Regulation.

**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 8.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**

Updated 07.2022

ST. MARY'S COUNTY PUBLIC SCHOOLS  
NON-CERTIFICATED POSITION DESCRIPTION

MAINTENANCE TRADES II (PAINTER)

POSITION: Maintenance Trades II (Painter)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a skilled journeyman-level work. It is expected the candidate will have experience in the new construction, maintenance, or repair of light commercial buildings as a painter. The work is performed under the general supervision of the 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, trailer underpinnings, and replacing broken glass and tiles;
- Responds to emergency duty assignments when required; and
- Performs other duties as assigned.

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; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Requires the ability to follow oral and written instructions;
- Requires a minimum of 24 months of painting experience in the painting trades;
- Graduate from high school or GED;
- Must be able to lift 75 pounds; 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 8.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 10.21