

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATIONAL SUPPORT POSITION DESCRIPTION

MAINTENANCE ENGINEERING TRADES TEAM LEAD APPLIANCE REPAIR  
REFRIGERATION/HVAC

POSITION: Maintenance Engineering Trades Team Lead - Appliance Repair Refrigeration HVAC  
(twelve-month assignment)

REPORTS TO: Director of Maintenance

LOCATION: Department of Maintenance/Food and Nutrition Services

NATURE OF WORK:

This position, under the Director of Maintenance, is a lead supervisory position, which involves the participation in and assigning, directing, and inspecting the efforts of other Department of Maintenance staff in the area of Appliance Repair/Refrigeration and HVAC. This position will collaborate closely with the Foreman.

ESSENTIAL FUNCTIONS:

- Exercise a working knowledge of tools, equipment, and materials utilized in appliance, HVAC, and refrigeration repair;
- Ability to assess tasks to determine equipment, supplies, materials, and resources needed to coordinate and perform appliance, HVAC, and refrigeration repair;
- Ability to use effective oral and written communication skills to effectively express and document issues, daily assignments, and required reports;
- Provide reports and statuses on relative projects;
- Provide input in the development of technical specifications related to system/appliance maintenance, repair, and replacement;
- Diagnose and repair food service-related control devices;
- Ability to routinely lift or move objects of 50 pounds or more; frequently during the day;
- Ability to routinely climb ladders and work at elevated heights;
- Check, maintain, and repair refrigeration and food service equipment;
- Maintain and repair food service equipment and components;
- Able to follow verbal and written instructions; and
- Consistent and reliable attendance.

DUTIES AND RESPONSIBILITIES:

- Coordinate and monitor all work requests and preventive maintenance to appliances, HVAC, and refrigeration equipment;
- Coordinate and assign duties of tradesmen within the engineering shop;
- Ensure equipment, materials, and resources are available and in accordance with daily assignments;
- Establish and maintain basic services and supplies to accomplish daily assigned tasks;
- Monitor quality of work, workflows, and productivity to ensure effective and timely maintenance and logistic service are being provided;
- Manage the completion of work orders, preventive maintenance, and repair/replacement/renovation projects in specified time frames;

- Complete all required records, reports, and documentation for tasks assigned;
- Assess whether or not work can be handled utilizing in-house staff;
- Work with current board-approved contractors to bid and complete work when the scope of the work is beyond Department of Maintenance capabilities;
- Secure bids for material and contracted services, including the creation of purchase order requisitions;
- Prepare a draft scope of work for repair, replacement, and maintenance;
- Ensure that work is executed and accomplished in compliance with building, health and safety codes, standards, policies, regulations, and contract requirements;
- Ability to use a computerized work order system and other basic office computer and software to coordinate, organize, schedule, monitor, and direct the work of the tradesmen;
- Repair and replace motor controls, relays, starters, and safety switches for equipment with single or multiple phase services;
- Troubleshoot and repair problems in various systems such as ovens, dishwashers, walk-in freezers, and refrigerators;
- Perform basic fluid and heat load calculations for the modification of food service systems;
- Read, understand, and interpret blueprints, schematics, and technical specifications for distribution of electrical, cooling and heating systems;
- Troubleshoot, diagnose, and repair food service and refrigeration systems, including such items as replacing compressors, changing shaft and bearing assemblies, repairing oil and refrigerant leaks, ovens, and dishwashers;
- Perform 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;
- Monitor pressures, adjust controls, gas valves, regulators, and control limits of refrigeration;
- Maintain shop equipment and the cleanliness of the shop;
- Prepare electronic log of work completed and inspections;
- Maintain shop inventory records; orders parts, as needed;
- Respond to emergencies when required by the supervisor; this includes coordinating tasks to provide potable water and hand-washing stations due to failed well-water tests; and
- Perform other duties as assigned.

#### QUALIFICATIONS:

- Graduation from high school (or GED) required;
- Possess a Universal CFC certificate or must obtain within six months of employment to maintain employment;
- Five (5) years minimum experience in the maintenance and repair of food service and refrigeration systems; or
- Any combination of five (5) years of experience and training that would provide the following:
  - Considerable knowledge of the methods, practices, and techniques used in replacing, repairing, and maintaining food service equipment and refrigeration units;
  - Considerable knowledge of the use and care of equipment and tools required for the repair, installation, and maintenance of food service equipment and refrigeration units;
  - Considerable knowledge of the properties and safety standards of various refrigerants;
  - Ability to read, write, and to follow instructions;
  - Ability to comply with all safety rules and regulations in relation to refrigeration, food service, and food safety;
  - Skill in the use of tools and equipment associated with refrigeration and food service equipment repairs;
  - Experience in troubleshooting electronic controls;
- 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.

**SALARYGRADERANGE:** The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 17.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

11.21.2022

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

## MAINTENANCE TRADES TEAM LEAD - ELECTRO/MECHANICAL

POSITION: Maintenance Trades Team Lead - Electro/Mechanical

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

### NATURE OF WORK:

Team Leader will be responsible for coordinating the activities of multiple trade maintenance teams. The purpose of this position is to coordinate the maintenance, repair, renovation and upkeep of plumbing fixtures and systems (lavatory sinks and toilets, water bubbler, hose bibs, etc.), lighting systems (task, office, classroom, exterior, stage and sporting field lighting), electrical distribution systems (switchgear, distribution panels, lighting and power panels, circuits to load, etc.), sanitary systems (septic fields, SBR sequential batch reactor plant), irrigation systems, potable hydronic system, and heating hot water and steam boilers, special events preparation, for the school system. The position may fulfill some of the duties of the Electro Mechanical trade's foreman in their absence.

### ESSENTIAL FUNCTIONS:

- Coordinate and monitor all work requests and preventive maintenance to plumbing fixtures and systems, lighting systems, electrical distribution systems, sanitary systems, irrigation systems, potable hydronic system, and heating hot water and steam boiler to task completion;
- Exercise a working knowledge of tools, equipment, and materials utilized in plumbing fixtures and systems, lighting systems, electrical distribution systems, sanitary systems, irrigation systems, potable hydronic system, and heating hot water and steam boiler maintenance and repair;
- Ability to assess tasks to determine equipment, supplies, materials and resources needed to coordinate and perform duties effecting plumbing fixtures and systems, lighting system, electrical distribution systems, sanitary systems, irrigation systems, potable hydronic system, and heating hot water and steam boiler maintenance and repair;
- Provide reports and statuses on the following trade crafts – plumbing, lighting, electrical, sanitary, irrigation, potable hydronic systems, and heating hot water and steam boiler; and
- Provide input in the development of technical specification related the systems maintenance, repair and replacement.

### DUTIES AND RESPONSIBILITIES:

- Coordinates and assigns duties of tradesmen within the electro mechanical shop;
- Effective communication skills, oral and written skills to effectively express and document issues, daily assignment, and required reports;
- Ensures equipment, materials, and resources are available and in accordance with daily assignments;
- Establish and maintenance basic services and supplies to accomplish daily assigned tasks;
- Monitors quality of work, work flows, and productivity to ensure effective and timely maintenance and logistic service are being provided;
- Manage the completion of work orders, preventive maintenance and repair/replacement/renovation projects in specified time frames;
- Completes all required records, reports and documentation for tasks assigned;
- Secure bids for material and contracted services, including the creation of purchase order requisitions;

- Prepare a draft scope of work for repair, replacement, and maintenance;
- Must have a broad knowledge of several trades to responsibly, expeditiously and effectively complete maintenance work orders and projects;
- Ensures that work is executed and accomplished in compliance with building, health and safety codes, standards, polices, regulations, and contract requirements;
- Ability to use a computerized work order system and other basic office computer and software to coordinate, organize, schedule, monitor and direct the work of the tradesmen; and
- Perform other duties as assigned.

#### QUALIFICATIONS:

- High School Diploma or Equivalency Certificate;
- Ability to successful complete a formal criminal history background screening;
- Minimum of three (3) years experience in coordinating projects in the maintenance and installation of plumbing fixtures and systems, lighting system, electrical distribution systems, sanitary systems, irrigation systems, potable hydronic system, and heating hot water and steam boiler maintenance and repair;
- Must possess a valid driver's license, CDL preferred;
- Must be capable of utilizing a computer and basic office software for daily functions;
- Must have a working knowledge and understanding of plumbing fixtures and systems, lighting system, electrical distribution systems, sanitary systems, irrigation systems, potable hydronic system, and heating hot water and steam boiler maintenance and repair; and
- Other combinations of education, training and experience, which provide the required knowledge, skills and abilities necessary to perform this position, may be considered.

#### 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 17.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 2018

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

## MAINTENANCE ENGINEERING TRADES TEAM LEAD - HVAC

POSITION: Maintenance Engineering Trades Team Lead - HVAC

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

### NATURE OF WORK:

Team Leader, under general supervision, performs lead supervisory and skilled work in the maintenance, repair, modification, and construction of HVAC equipment and the servicing of temperature and related heating equipment. Equipment includes water chillers, fan coil units, unit ventilators, variable refrigerant systems, self-contained air conditioning/heating units, heat pumps, water-based cooling towers, control systems, and steam boilers.

### ESSENTIAL FUNCTIONS:

- Coordinates and monitors all work requests and preventive maintenance to HVAC/Refrigeration equipment and related heating equipment;
- Exercises a working knowledge of tools, equipment, and materials utilized in steam boiler and HVAC maintenance and repair;
- Assesses tasks to determine equipment, supplies, materials, and resources needed to coordinate and perform duties affecting steam boiler and HVAC maintenance and repair;
- Possesses effective oral and written communication skills, to effectively express and document issues, daily assignments, and required reports;
- Provides reports and statuses on relative projects; and
- Provides input in the development of technical specifications related to the maintenance, repair, and replacement of systems.

### DUTIES AND RESPONSIBILITIES:

- Coordinates and assigns duties of tradesmen within the engineering shop;
- Ensures equipment, materials, and resources are available and in accordance with daily assignments;
- Establishes and maintains basic services and supplies to accomplish daily assigned tasks;
- Monitors quality of work, workflows, and productivity to ensure effective and timely maintenance and logistic service are being provided;
- Manages the completion of work orders, preventive maintenance, and repair/replacement/renovation projects in specified time frames;
- Completes all required records, reports, and documentation for tasks assigned;
- Secures bids for material and contracted services, including the creation of purchase order requisitions;
- Prepares draft scopes of work for repair, replacement, and maintenance;
- Ensures that work is executed and accomplished in compliance with building, health and safety codes, standards, policies, regulations, and contract requirements;
- Uses a computerized work order system and other basic office software to coordinate,

- organize, schedule, monitor, and direct the work of the tradesmen;
- Regulates service to designated areas as required by closing valves, registers, ducts, etc.;
  - Rewires electrical systems and replacing controls, switches and relays;
  - Lubricates various parts of machinery and equipment periodically as required;
  - Directs and performs maintenance and repair on equipment and component parts;
  - Replaces and adjusts fan belts and worn bearings;
  - Maintains records on equipment;
  - Performs electrical repairs;
  - Inspects entire systems and areas serviced periodically to determine proper functioning conditions and maintenance; and
  - Perform other duties as assigned.

#### QUALIFICATIONS:

- High School Diploma or Equivalency Certificate;
- Possess CFC Certification (Universal)
- Ability to successfully complete a formal criminal history background screening;
- Minimum of three (3) years experience in coordinating projects in the maintenance and installation of HVAC systems as well as heating hot water and steam boiler maintenance and repair;
- Must be capable of utilizing a computer and basic office software for daily functions;
- Other combinations of education, training, and experience, which provide the required knowledge, skills, and abilities necessary to perform this position, may be considered; 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 17.

#### BARGAINING UNIT ELIGIBILITY: EASMC-ESP

01.2023

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

MAINTENANCE TRADES TEAM LEAD - TRANSPORTATION

POSITION: Maintenance Trades Team Lead - Transportation

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

Assumes responsibility for the expeditious and effective completion of all assigned transportation projects. Work involves scheduling, establishing necessary priorities, and overall work quality of the transportation area. Position requires the ability to determine stock levels of materials and supplies, capability to assess and maintain adequate supplies for scheduled projects, and keeping abreast of the newest materials and techniques. Must possess the ability to maintain daily, weekly and monthly documentation within this area, ability to estimate project requirements, and ability to recommend and execute desirable vehicle corrections. Assures on a daily basis that work meets federal, state and local requirements. Assures quality standards are addressed and work meets compliance and safety regulations. Provides daily input to Director of Maintenance.

ESSENTIAL FUNCTIONS:

- Manages and executes jobs to completion.;
- Possess a working knowledge of tools and equipment utilized within the transportation area;
- Assesses job tasks to determine funding, equipment, supplies and resources needed to perform and coordinate daily duties; and
- Possess thorough working knowledge of vehicle and bus maintenance, gas, and diesel engines.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and execution of assigned tasks within the transportation area;
- Assigns, instructs and inspects the work of personnel within the transportation area engaged in various activities, such as, vehicle maintenance, troubleshooting, repair and service;
- Estimates labor and material for all transportation projects;
- Develops and administers quality standards to ensure work is accomplished in the most efficient and productive manner;
- Coordinates and inspects work performed by contractors in relationship to transportation area. Assists in review and development of vehicle bid lists, and repair or replacement proposal;



- Coordinates work schedules to meet the needs of school facilities;
- Provides input in relationship to transportation area to support requirements for the yearly maintenance budget;
- Works in conjunction with Director of Maintenance or designee to assess and prioritize work requests for major/minor repair and service projects repairs;
- Maintains records of tools and equipment assigned to the transportation area;
- Prepares requests for purchase of materials and equipment;
- Responds to emergency situations as required;
- Establishes and maintains effective relationships with other employees, school officials and administrators, contractors, local and state agencies, vendors and suppliers;
- Possess a working knowledge of computers;
- Follows verbal and written instructions to pursue execution of assigned responsibilities;
- Inspects and checks in schools buses that are new to the school system;
- Assist with multiple school bus inspections;
- Must have a broad knowledge of vehicle repair and service repairs to gasoline, diesel engine and all associated power train assemblies;
- Ensures that assigned work is executed and accomplished in compliance with applicable safety regulations;
- Uses computer work order system to coordinate, organize, schedule, and monitor the work of staff within assigned area of responsibility;
- Maintains inventory and orders supplies as needed;
- Monitors and maintains open purchase order requests within assigned area of responsibility; and
- Performs other duties as assigned.

#### QUALIFICATIONS:

- Graduation from High School (or GED);
- Minimum of five years within the vehicle repair and service, and maintenance trade area;
- Knowledge of purchase orders and work management systems;
- Ability to read and interpret technical manuals, drawings, and specifications;
- Demonstrated ability in planning, scheduling, workload management and personnel management;
- Ability to perform manual labor;
- Must possess excellent human relations and communication skills;
- Other combinations of education, training and experience that provide the required knowledge, skills and abilities necessary to perform this position may be considered.
- ASE Certifications: A1-A9 (Automobile & Light Truck Certification), S1 – S7 (School Bus Certification), and T1 – T8 (Medium-Heavy Truck Certification), Journeyman, Non-Commercial with passenger and air brake, Class B.

#### 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 17.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP