

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

**MAINTENANCE BUILDING TRADES TEAM LEAD – GROUNDS/CABINET MAKER/LOCKSMITH**

**POSITION:** Maintenance Building Trades Team Lead – Building/Grounds/Cabinet Maker/Locksmith

**REPORTS TO:** Director of Maintenance

**LOCATION:** Department of Maintenance

**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 school grounds, facilities equipment and the coordination of the material transportation/delivery needs of the school system. The position may fulfill some of the duties of the building trade's foreman in their absence.

**ESSENTIAL FUNCTIONS:**

- Coordinate and monitor all work requests and preventive maintenance in the grounds, school building equipment and logistic areas to tasks completion;
- Exercise a working knowledge of tools, equipment, and materials utilized in the logistic, grounds and school building equipment maintenance and support;
- Ability to assess tasks to determine equipment, supplies, materials and resources needed to coordinate and perform duties effecting logistic, grounds and school building equipment maintenance and support; and
- Provide reports and statuses on the following trade crafts – building equipment repair, cabinetmaker, lock-smithing, grounds, and logistics.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates and assigns duties of tradesmen within the building trades shop;
- Effectively communicate verbally and in writing concerns, issues, daily assignment, and required reports;
- Ensures equipment, materials, and resources are available and in accordance with daily assignments;
- Establish and maintain basic services and supplies to accomplish daily assigned tasks;
- Monitors quality of work, workflows, and productivity to ensure effective and timely maintenance and logistic services 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;
- Must have a broad knowledge of several trades to responsibly, expeditiously and effectively complete maintenance work orders and projects within the logistic, grounds and school building equipment maintenance areas;
- Ensures that work is executed and accomplished in compliance with building, health and safety codes, standards, polices, and regulations;
- Ability to use a computerized work order system to coordinate, organize, schedule, monitor and direct the work of the tradesmen; and
- Other duties as assigned.

**QUALIFICATIONS:**

- High School Diploma or Equivalency Certificate;
- Minimum of three (3) years experience in coordinating projects in the maintenance and support of logistic, grounds and school building equipment maintenance and repair;
- Must possess a valid driver's license, CDL preferred;
- Must be capable of utilizing a computer for daily functions;
- Must have a working knowledge and understanding logistic, grounds and school building equipment maintenance and repair;
- Other combinations of education, training and experience, which provide the required knowledge, skills and abilities necessary to perform the positions, 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

01.2024

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

**MAINTENANCE BUILDING TRADES TEAM LEAD – ROOFING/PAINTING/CARPENTRY**

**POSITION:** Maintenance Building Trades Team Lead – Roofing/Painting/Carpentry

**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 flooring systems (carpet, floor tile, and sheet vinyl), roof repairs and inspections (built-up, shingles, rubber, and ceramic), carpentry (shelves, furniture repair), painting (exterior and interior), parking lot (facility marking lines and numbers), ceiling systems, drywall finishing, office renovations, special events preparation, instructional boards, windows and glass, and signage of the school system. The position may fulfill some of the duties of the building trade's foreman in their absence.

**ESSENTIAL FUNCTIONS:**

- Must have a broad knowledge of several trades to responsibly, expeditiously and effectively complete maintenance work orders and projects within flooring systems (carpet, floor tile, and sheet vinyl), roof repairs and inspections (built-up, shingles, rubber, and ceramic), carpentry (shelves, furniture repair), painting (exterior and interior), parking lot (facility marking lines and numbers), ceiling systems, drywall finishing, office renovations, special events preparation, instructional boards, windows and glass, and signage.
- Ensures that work is executed and accomplished in compliance with building, health and safety codes, standards, polices, and regulations.
- 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.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates and assigns duties of tradesmen within the building trades shop.
- Effectively communicate verbally and in writing concerns, 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, workflows, and productivity to insure 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. Create purchase order requisitions.
- Prepare a scope of work for request for quote purposes and verify that an indefinite quantity contract doesn't exist.
- Other duties as assigned.

#### QUALIFICATIONS:

- High School Diploma or Equivalency Certificate;
- A valid driver's license.
- 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 flooring systems {carpet, floor tile, and sheet vinyl), roof repairs and inspections {built-up, shingles, rubber, and ceramic),carpentry {shelves, furniture repair), painting {exterior and interior), parking lot {facility marking lines and numbers), ceiling systems, drywall finishing, office renovations, special events preparation, instructional boards, windows and glass, and signage maintenance and repair.
- Must possess a valid driver's license
- Must be capable of utilizing a computer and basic office software for daily functions.
- Must have a working knowledge and understanding of flooring systems {carpet, floor tile, and sheet vinyl), roof repairs and inspections {built-up, shingles, rubber, and ceramic),carpentry {shelves, furniture repair), painting {exterior and interior), parking lot (facility marking lines and numbers), ceiling systems, drywall finishing, office renovations, special events preparation, instructional boards, windows and glass, and signage maintenance and repair.
- 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

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