

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

Maintenance Engineering Trades IV – Alarm Specialist

POSITION: Alarm Specialist

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

Assumes responsibility for all alarming devices and security systems within St. Mary's County Public Schools. Work involves scheduling, establishing necessary priorities, performing preventive maintenance tasks and responding to malfunctioning devices. Position requires the ability to install, troubleshoot, service and repair multiple types of fire and burglar systems. Must possess and implement knowledge based on Life Safety requirements. Must possess the ability to estimate project requirements and recommend desirable modifications and enhancements to system. Analyzes on a daily basis all incoming alarm records providing responsive action, and in addition, provides monthly reporting to immediate supervisor.

ESSENTIAL FUNCTIONS:

- Must have an extensive working knowledge of fire and burglar alarm systems;
- Must have a general knowledge of life safety codes;
- Must have a working knowledge of fire protection systems (wet, dry and chemical);
- Capable of providing written and verbal input to immediate supervisor on fire and burglar repairs and service. Capability of interacting with school site administrators and staff on system problems and operating requirements;
- Ability to diagnose/troubleshoot fire and burglar systems determining funding, equipment and supplies and resources needed for corrective action;
- Ability to work independently with minimal supervision; and
- Capable of servicing, repairing, adjusting and monitoring fire and burglar alarm systems, electric scoreboards and electronic clock systems for automatic control of bells and clocks within all school facilities.

DUTIES AND RESPONSIBILITIES:

- Coordinates inspections, troubleshooting, repairs and programming of fire, burglar-alarming systems;
- Reads and interprets wiring diagrams, tests circuits using a variety of standard and specialized test equipment;
- Responds to school sites and/or facilities when equipment failure or troubles are indicated;
- Performs preventive maintenance on relative equipment;
- Estimates labor and material for all alarm system projects;
- Coordinates and inspects, through interaction, work performed by contractors in relationship to alarm systems. Assists in review of blueprints and schematics for new school construction, as well as, preparing and monitoring punch lists for contractor compliance;
- Provides input to Foreman on annual budget requirements;
- Works daily with Foreman to assess and prioritize work requests for major/minor repairs or renovations. Maintains and submits work requests;
- Prepares request for material purchases;
- Reporting on computers and statistical surveys of alarming input;
- Follow written and verbal instructions to pursue execution of assigned responsibilities;

- Respond to after hour emergency alarms;
- Analyzes on a daily basis all alarm records and requests in order to set up corrective service calls and establish work priorities; maintains and repairs the following systems: Airtech/Moose, Edwards, Radionics, ADEMCO, DSC, Silent Knight, Kidde, Notifer, Simplex or Similar alarming systems. This will include telephone and/or cable equipment with which designated systems will interface;
- Troubleshoots, diagnoses related problems and makes minor repairs; repairing and/or replacing units as required;
- Will be required to meet and coordinate with school administrators and staff for system repairs;
- Ensures that assigned work is executed and accomplished in accordance with Life Safety, building, health and safety regulations;
- Ability to use computerized work management system to coordinate, organize, schedule, monitor all fire and burglar alarm service requests and needs;
- Must maintain daily inventory, as well as, ordering of parts required to complete required tasks. Will provide input to immediate supervisor on required vendors needed for support; and
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or equivalency;
- Valid driver's license;
- Ability to successfully complete a formal criminal history background screening;
- Full and applicable knowledge of AC/DC electrical systems;
- Ability to read and interpret blueprints, schematics, drawings and specifications;
- Demonstrated ability in scheduling, planning and execution of alarm system accounts;
- Ability to perform manual and physical labor;
- Must possess excellent human relations skills, as well as, interactive communication skills;
- Recognizable experience in electronic maintenance and repair of fire and burglar alarm systems;
- Recommended graduation from a high school course, preferably supplemented by completion of a recognized apprenticeship program in the trade; 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 15.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 2023

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

MAINTENANCE ENGINEERING TRADES IV (HVAC)

POSITION: Maintenance Engineering Trades IV (HVAC)

REPORTS TO: Director of Maintenance

LOCATION: Department of Maintenance Division of
Supporting Services

NATURE OF WORK:

The purpose of this position is to perform maintenance, repair, renovation and replacement of HVAC systems to include water chillers, and associated equipment, fan coil units, unit ventilators, variable refrigerant systems, self-contained air conditioning / heating units from .5 to 45 tons, heat pumps, water based cooling towers, Siemens, Johnson Controls Control Incorporate control systems and heating hot water and steam boilers (under 15 p.s.i.), special events preparation for the school system.

ESSENTIAL FUNCTIONS:

- Perform all work requests and preventive maintenance to HVAC systems, and heating hot water and steam boiler to task completion;
- Exercise a working knowledge of tools, equipment, and materials utilized in HVAC systems and heating hot water and steam boiler maintenance and repair;
- Ability to assess tasks to determine equipment, supplies, materials and resources needed to perform duties affecting HVAC systems and heating hot water and steam boiler maintenance and repair;
- Provide input in the development of technical specification, and preventive maintenance procedures related the systems maintenance, repair and replacement;
- Disassembles and assembles boilers for repairs, inspections, and annual cleaning;
- Diagnose problems and make repairs of electronic and pneumatic control devices;
- Maintain and repair, hot water, steam and chilled water distribution systems and components;
- Lifting and carrying heavy objects. Works at elevated heights;
- Able to follow verbal and written instructions;
- Consistent and reliable attendance;
- Troubleshoot and repair problems in various H.V.A.C. systems such as air conditioning, boilers, hydraulic systems;
- Performs basic fluid, heat, and lighting load calculations for the modification of distribution HVAC systems;
- Read, understand, and interpret blueprints, schematics, technical specifications for distribution, electrical, cooling and heating systems; and
- Troubleshoot and repair major cooling and heating equipment, i.e. water and air cooled chillers, water tube and fire tube boilers.

DUTIES AND RESPONSIBILITIES:

- Effective oral and written communication 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 maintain basic services and supplies to accomplish daily assigned tasks;
- 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;
- Must have a broad knowledge of several trades to responsibility, 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, 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;
- Troubleshoots, diagnoses, and repairs all light commercial HVAC systems. To include support, controls, electrical and hydraulic, mechanical systems;
- Troubleshoots, diagnoses, and repairs school heating systems, including boilers, pumps, air handlers, unit ventilators, and piping;
- Performs scheduled preventive maintenance;
- Leads or instructs employees as delegated;
- Prepares daily log of work completed and inspections made; maintains shop inventory records; orders parts, as needed;
- Responds to emergency duty assignments; and
- Perform other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED) is desirable;
- Minimum of five (5) years of experience in the repair and maintenance of a wide variety of HVAC 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, heating and refrigeration units;
 - Considerable knowledge of the use and care of equipment and tools required for the repair, installation, and maintenance of water, heating and refrigeration units;
 - Considerable knowledge of the properties and safety standards of various refrigerants and pressure vessels;
 - 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.
- Possess and maintain a valid driver's license in accordance with Board of Education Policy and Regulation;
- Universal CFC certificate preferred, CFC Type I and II required; and
- Maryland State Stationary Engineering License Grade 1-3, preferred.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month eight hours employees – Range 15.

BARGAINING UNIT: EASMC-ESP

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

MAINTENANCE ENGINEERING TRADES IV -Plumber

POSITION: Maintenance Engineering Trades IV - Plumber

REPORTS TO: Director of Maintenance

LOCATION: Department of Maintenance

NATURE OF WORK:

Under the general supervision of the Engineering Trades Foreman, supervises and performs skilled work as a Plumber in the maintenance and repair of plumbing, heating, and cooling systems in school buildings and facilities. This is highly skilled work involving responsibility for the performance of difficult and specialized plumbing maintenance, installation, and repair operations. General assignments are received from the Foreman and Team Leader, but the incumbent is expected to plan details of each job and carry it to completion without immediate supervision. Work involves independent judgment in assigning duties and selecting plumbing methods to meet job requirements. Supervision is often exercised over the work of other Department of Maintenance staff.

ESSENTIAL FUNCTIONS:

- Perform all work requests and preventive maintenance to plumbing and heating systems;
- Exercise a working knowledge of tools, equipment, and materials utilized in plumbing systems, heating hot water and steam boiler maintenance and repair;
- Ability to assess tasks to determine equipment, supplies, materials, and resources needed to perform duties affecting plumbing systems and heating hot water and steam boiler maintenance and repair;
- Provide input in the development of technical specification, and preventive maintenance procedures related the systems maintenance, repair, and replacement;
- Lifting and carrying heavy objects. Works at elevated heights;
- Able to follow verbal and written instructions;
- Consistent and reliable attendance;
- Troubleshoot and repair problems in various plumbing systems
- Read, understand and interpret blueprints, schematics, technical specifications

DUTIES AND RESPONSIBILITIES:

- Participates in laying out, planning, servicing, and scheduling the maintenance program for water and sewer systems;
- Installs and repairs hot and cold water, oil, steam, or gas pipes and makes all necessary connections per code;
- Installs and repairs water supply piping and sewer mains;
- Installs and repairs fixtures such as lavatory facilities, backflow preventers, pumps, drinking fountains, sprinkler systems, kitchen equipment, and boilers;
- Repairs, cuts, and threads pipes and valve traps in heating and plumbing systems;
- Intermittently assists skilled workmen or related trades in general construction and maintenance work;
- Instructs, supervises, and documents the work of other Plumbers, Trades Helpers, and

- Apprentices in maintenance and repair of systems;
- Enters materials, labor hours, status, and details of work done into online work order management system;
- Fully implements the evaluation system for all Plumbers, Trades Helpers, and Apprentices; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED) is desirable;
- Minimum of five (5) years of experience in the repair and maintenance of a wide variety of plumbing-related systems;
- Requires the ability to follow oral and written instructions;
- Backflow testing certification preferred (must obtain within 1st year of employment);
- Must be able to lift 75lbs;
- Possession of a valid Maryland driver's license;
- 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 the EASMC-ESP salary schedule for twelve-month eight hours employees – Range 15

BARGAINING UNIT: EASMC-ESP

Updated 01.2023

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

MAINTENANCE ENGINEERING TRADES IV (VEHICLE MECHANIC)

POSITION: Maintenance Engineering Trades IV (Vehicle Mechanic)

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. 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 daily that work meets federal, state, and local requirements. Provides daily input to Director of Maintenance or designee.

ESSENTIAL FUNCTIONS:

- Plans and performs routine maintenance, repairs, and inspections of buses;
- Must be able to work flexible hours;
- Lifts and carries heavy objects and works above normal heights;
- Assist with bus inspection reports;
- Prepares detailed material lists and general scope of work for bus repairs;
- Communicates verbally and in writing with school staff and supervisors concerning bus repairs, inspections, and maintenance;
- Ability to follow verbal and written instructions;
- Consistent and reliable attendance;
- Troubleshoot and repair problems in various automotive systems such as air conditioning, brakes, and drive-train systems;
- Read, understand, and interpret blueprints, schematics, technical specifications for vehicles such as passenger vehicle, buses, etc.

DUTIES AND RESPONSIBILITIES:

- Performs basic preventative maintenance such as oil change, replacement of filters, belts, hoses, and lubrication on diesel and gasoline engines;
- Replace components as needed or prescribed;
- Cleans, inspects, replaces all drive lines and suspension components;
- Performs minor engine tune-up;
- Mounts and balances tires;
- Repairs minor electrical problems involving charging systems, lights, and fuses;
- Repairs and maintains small two and four stroke engines;
- Inspects and repair components of brake system, including replacement of pads, rotors, drums, and power units;
- Replace transmission using remanufactured or new assemblies;
- Diagnose and repair fuel system problems;
- Able to use troubleshooting procedures in shop manuals and computer assisted;
- Knowledge and use of basic electronics in repair of various components and systems;

- Organize automotive repair shop and maintain inventory of needed supplies;
- Diagnose and repair major power-train failures;
- Rebuild engine using remanufactured or new components;
- Able to diagnose and repair diesel engines;
- ASE equivalent competency in the following areas:
 - <Electrical systems
 - <Engine repair
 - <Brake systems
 - <Suspension and steering
 - <Heating and air conditioning for vehicles
 - <Emission controls
 - <Fuel systems
- Performs scheduled preventative maintenance;
- Prepares daily log of work completed and inspections made;
- Maintain shop inventory records, orders parts as needed;
- Responds to emergency duty assignments;
- Ability to use shop mathematics, read drawings, computer, and specifications;
- Capable of expending considerable physical effort to lift, position, store and transport heavy parts and materials;
- Capable of enduring exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.;
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school or GED
- Five years of auto repair and maintenance experience in the installation, repair and maintenance of gas and diesel vehicles; or any combination and training that would provide the knowledge, abilities, and skills. (If so, your work experience on the application must reflect this experience.)
- Ability to use shop mathematics, read drawings, computer, and specifications;
- Capable of expending considerable physical effort to lift, position, store and transport heavy parts and materials;
- Capable of enduring exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.;
- Have not more than two current points on the individual's driving record and satisfactory past driving record" (COMAR 13A.06.07.06 A (2)
- Have no criminal history which would be a disqualifying condition under COMAR 13A.06.07.07C or an action under COMAR 13A.06.07.07D. (COMAR 13A.06.07.06 A. (4)
- Obtain and maintain a Maryland Class B CDL with a school bus endorsement within six months of employment; and
- Ability to obtain a Class B CDL with passenger, school bus, and air brake endorsements and ASE S1-S7 (School Bus Certification) within 6 months of employment.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 15.

BARGAINING UNIT:

EASMC-ESP

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

**MAINTENANCE ENGINEERING TRADES IV WASTEWATER TREATMENT/BUILDING
FMS AUTOMATION**

POSITION: Maintenance Engineering Trades IV Wastewater Treatment/Building FMS Automation

REPORTS TO: Director of Maintenance

LOCATION: Department of Maintenance

NATURE OF WORK:

Assumes responsibility for Wastewater Treatment Program and Facilities Management System. The position requires scheduling, establishing necessary priorities, meeting Federal and State compliances relevant to Safe Water Drinking Act. Position requires that the individual work with internal staff and contractors relative to troubleshooting, servicing, and repairing wastewater treatment plants and associated equipment. Position requires knowledge of troubleshooting techniques and knowledge of Building Automation Systems and mechanical systems. Additionally, the individual will be responsible for all associated reporting of public drinking water systems data and wastewater/discharge monitoring reports along with all associated paperwork for Facilities Management System.

ESSENTIAL FUNCTIONS:

- Must have knowledge of wastewater, public drinking water, and HVAC systems with overall knowledge of mechanical systems and their functions;
- Capable of providing written as well as verbal input to immediate supervisor, state, and federal agencies relevant to wastewater and public drinking water systems;
- Ability to diagnose/troubleshoot and service all functions of Facility Management System relevant to HVAC;
- Ability to work independently with minimal supervision;
- Possess knowledge of chemical testing/sampling of water and wastewater for lab submittals based on industry standards;
- Extensive knowledge of computers relevant to Building Automation Systems;
- Full and applicable knowledge of computers, Building Automation/HVAC, and Wastewater Treatment Plants;
- Possess both plumbing and HVAC knowledge;
- Ability to read, interpret, and understand manuals respective to software and the operation of Building Automation/HVAC Systems;
- Ability to effectively communicate written and orally with maintenance staff, supervisor, and vendors relevant to state and federal agencies;
- Possess the ability to provide written reports in direct relationship with compliance issues;
- Willingness to attend annual training classes for wastewater/drinking water compliances as well as Building Automation System technology; Possess excellent human relations skills as well as interactive communication skills.

DUTIES AND RESPONSIBILITIES:

- Assists in the coordination of troubleshooting, repair, and programming of Building Automation Systems and wastewater treatment plants;
- Reads and interprets wiring diagrams, cabling diagrams, HVAC/mechanical blueprints with the capability of using a variety of standard and specialized test equipment;
- Meets compliance issues relevant to wastewater treatment plants and public drinking water systems, to include all necessary/required paperwork;
- Assists with after hour corrections of Building Automation related problems;

- Maintains and prepares daily management/system deficiency reports of Building Automation System/HVAC for Supervisors use;
- Ensures that Building Automation System's contractors perform specified software and hardware maintenance including all necessary reporting;
- Maintains all records in respect to software parameters and installed hardware.
- Assists in the review of blueprints and schematics for new school construction as well as monitoring of punch lists for contractor's compliance;
- Required to assist in after-hour responses in respect to Building Automation/HVAC and Wastewater Treatment Plant issues;
- Analyzes incoming alarm on Building Automation Systems (FMS) to include diagnosis, corrective actions, and assist in determining priority of service calls;
- Troubleshoots, diagnoses related system problems, and makes minor/major repair on Building Automation System as well as wastewater plant repairs;
- Maintains all documentation for chemical feed systems associated with St. Mary's County Public Schools' mechanical systems;
- Works collaboratively with Health Department and State/Federal Officials in diagnosing water and/or sanitation deficiencies. Relevant to this participation possess the ability and knowledge to provide the Director of Maintenance with all required reporting;
- Provides and schedules all facility and after-hour HVAC equipment usage requirements;
- Provides the Director of Maintenance with a weekly report of all system deficiencies with corrective actions that have occurred; and
- Possess the ability to assist HVAC departmental personnel with field-related concerns/issues.

QUALIFICATIONS:

- High School diploma or equivalency;
- Skilled in the application of methods, techniques, compliances, and tools used in reporting, inspection, maintenance, and testing of Building Automation/HVAC, Wastewater Treatment Systems, and Public Water Drinking Systems; and
- Considerable knowledge of local, state, and federal rules, regulations, and compliances associated with water treatment/public drinking water.

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 15.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 01.30.2024