

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

**MAINTENANCE TECHNICIAN - BUILDING EQUIPMENT REPAIR**

**POSITION:** Maintenance Technician - Building Equipment Repair

**REPORTS TO:** Director of Maintenance

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

This is a highly skilled trade's position; the candidate will have five years' minimum experience in a combination of new construction, maintenance, and repair of light commercial buildings maintenance and repair. Building Trades include the following skill sets/trades: carpenter, roofer, locksmith, grounds, logistics, painting, flooring, drop ceilings, grounds, bleachers sports equipment, lockers, and glazing. Work is to be performed under the general supervision of the Foreman, or designee.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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.
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

**DUTIES AND RESPONSIBILITIES:**

- Performs work in the maintenance and repair of building trades
- Assists in the repair, maintenance, and inspection of building trades
- Repairs lockers, including replacement parts, sections, and relocation
- Installs window coverings such as blinds and curtains
- Installs chalkboards, tack strips, and bulletin boards
- Installs metal shelving and small hardware such as door stops and coat hooks
- Caulks windows, door frames, and expansion joints
- Installs weather stripping and door sweeps
- Installs vinyl cover base
- Reads instructions and assembles furniture
- Repairs chain link fencing and swing gates

- Repairs and installs bathroom partitions
- Glazes windows using glazing compound, spline, metal, or wood stops
- Installs hardware, vision kits, and vents in doors
- Installs and replaces window hardware
- Replaces ceiling tiles or installs tiles into grid, cutting and fitting around irregular surfaces
- Sets floor tiles to pattern, cutting and fitting around irregular surfaces as needed
- Tapes and applies compound to drywall joints, prepares for final wall finish
- Repairs and maintains moveable and fixed bleachers
- Repairs or replaces parts on moveable equipment, furniture, or partitions
- Inspects and repairs cafeteria tables
- Patches/repairs concrete sidewalks and curbs
- Operates a concrete grinder
- Repairs playground equipment
- Patches/repairs asphalt parking lots
- Assembles and installs outdoor equipment (i.e., benches, patio furniture, trash receptacles, athletic equipment, etc.
- Reports building trades concerns and safety issues to assigned Foreman
- Responds to emergency and after-hours duty assignments when required
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma or GED
- Five (5) years of experience in the repair and maintenance of light commercial facilities (employment work duties and responsibilities must reflect this experience)
- Must possess a valid driver’s license with no more than four (4) Maryland current points. The applicant must not be 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. (Board Policy EEBA)

**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 13.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 7.2024

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

**MAINTENANCE TECHNICIAN – BUILDING, ROOFER**

**POSITION:** Maintenance Technician – Building, Roofer

**REPORTS TO:** Director of Maintenance

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

This is a highly skilled trade's position; the candidate will have five years minimum experience in a combination of new construction, maintenance, and repair of light commercial buildings maintenance and repair. Building Trades include the following skill sets/trades: carpenter, roofer, locksmith, grounds, logistics, painting, flooring, drop ceilings, grounds, bleachers sports equipment, lockers, and glazing. Work is to be performed under the general supervision of the Foreman, or designee.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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.
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

**DUTIES AND RESPONSIBILITIES:**

- Performs work in the maintenance, repair, construction of building structures, and fixtures; including but not limited to roofs, walls, ceilings, doors, cabinets, shelves, bulletin boards, etc.
- Performs work required for maintenance of roofing systems
- Assists in the repair, maintenance, and inspection of building trades
- Performs work demanding a high degree of skill and professionalism
- Sets up and operates all commonly associated trade tools
- Maintains records of labor and material used
- Makes accurate material lists and coordinates work with appropriate school personnel
- Plans and performs repairs of carpentry and roofing systems
- Must be able to work flexible work hours and schedules when required
- Investigates work orders related to building systems and diagnosis the required repair

- Makes carpentry repairs
- Lays out, cuts, solders, and installs gutters, downspouts, and other sheet metal fixtures
- Lifts, carries heavy objects and works above normal heights
- Communicates verbally and in writing with school staff and supervisor concerning roofing work practices/inspection results
- Can read and interpret engineered drawings and specifications
- Reports building trades concerns and safety issues to assigned Foreman
- Responds to emergency and after-hours duty assignments when required
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

**Required:**

- Graduation from high school or GED;
- Three (3) years of experience in the repair and maintenance of light commercial facilities (employment work duties and responsibilities must reflect this experience)
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be 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. (Board Policy EEBA)

**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 13.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024

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

**MAINTENANCE TECHNICIAN – CARPENTER**

**POSITION:** Maintenance Technician - Carpenter

**REPORTS TO:** Director of Maintenance

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

This is a highly skilled trade's position; the candidate will have five years minimum experience in a combination of new construction, maintenance, and repair of light commercial buildings maintenance and repair. Building Trades include the following skill sets/trades: carpenter, roofer, locksmith, grounds, logistics, painting, flooring, drop ceilings, grounds, bleachers sports equipment, lockers, and glazing. Work is to be performed under the general supervision of the Foreman, or designee.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to lift, position, store, and transport parts and materials up to 50 pounds; and
- Ability to endure exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

**DUTIES AND RESPONSIBILITIES:**

- 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
- Performs work demanding a high degree of skill and professionalism
- Prepares estimates of labor and materials as directed, and maintains records of labor and material used
- Assists in the repair, maintenance, and inspection of building trades
- Sets up and operates all commonly associated trade tools
- Maintains records of labor and material used

- Develops accurate material lists and coordinates work with appropriate school personnel
- Plans and performs repairs of building trade fixture and systems
- Investigates work orders related to building systems and diagnosis the required repair
- Lifts, carries heavy objects and works above normal heights
- Reads and interprets engineered drawings and specifications
- Reports building trades concerns and safety issues to assigned Foreman
- Responds to emergency and after-hours duty assignments when required
- Performs other related and non related job duties as assigned

**QUALIFICATIONS:**

- High school diploma or GED
- Three (3) years of experience of carpentry experience in the construction, repair, and maintenance of facilities
- Possess an Environmental Protection Agency - Renovators Certification or can obtain the certification with-in 6 months of employment
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be 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. (Board Policy EEBA)

**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 13.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024

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

**MAINTENANCE TECHNICIAN - ELECTRICIAN**

**POSITION:** Maintenance Technician - Electrician

**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 5 years minimum experience, a combination of new construction, maintenance, and repair of light commercial buildings as an electrician. Work is to be performed under the general supervision of the foreman.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to lift 75 pounds at regular intervals
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

**DUTIES AND RESPONSIBILITIES:**

- Determines and locates electrical malfunctions using test equipment such as amprobe, voltmeter, multimeter, and insulation resistance tester, ohmmeter on both AC and DC current including low and high voltage
- Performs work in the maintenance, repair, modifications of buildings/schools electrical components and systems
- Performs routine preventive maintenance, repair, replacement, and renovations of electrical equipment and components
- Applies National Fire Protection Code (including NEC) requirements to all repairs and modifications
- Performs repairs including replacing: fuses, light bulbs, switches, receptacles, electric thermostats, floor plugs, lighting fixtures, electric heat units, clocks, kiln components, etc.
- Cuts and strips conductors, mount electrical boxes, makes electrical connections, installs Greenfield and BX conductors, GFI's, etc.

- Installs EMT conduit, wire-mold, BX conductors, and other raceway materials
- Modifies and repairs electrical branch circuits in multiple voltages and phases
- Completes renovation or installation for lighting, low voltage, based on drawings or technical specification
- Troubleshoots and repairs problems in various systems such as receptacles, switches, ballasts, and light fixtures
- Reads, understands and interprets blueprints, technical specifications for distribution, lighting, and low voltage systems
- Understands and is familiar with NFPA code as they apply to electricity and safety
- Report concerns and safety issues to assigned foreman
- Responds to emergency duty assignments when required
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High school diploma or GED
- Three (3) years of experience in the electrical trades
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be 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. (Board Policy EEBA)

Preferred:

- Possession of Maryland Journeyman's Electrician License

**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 13.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024



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

**MAINTENANCE TECHNICIAN - HVAC**

**POSITION:** Maintenance Technician - HVAC

**REPORTS TO:** Director of Maintenance

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

This is a skilled trades person expected, to have a combination of repair and maintenance experience of a wide variety of air conditioning and refrigeration systems. Work is to be performed under the general supervision of the Engineering Trades Foreman.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to lift and carry heavy objects
- Ability to work at elevated heights
- Possess effective organizational skills
- Possess effective written and oral communication skills

**DUTIES AND RESPONSIBILITIES:**

- Troubleshoots, diagnoses, and repairs air conditioning, 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.
- Disassembles and assembles boilers for repairs, inspections, and annual cleaning
- Diagnoses problems and makes repairs of electronic and pneumatic control devices
- Performs scheduled preventive maintenance
- Tests water samples for pH factor and lubrication
- Leads or instructs employees as delegated
- Participates in the maintenance of shop equipment and cleanliness of the shop
- Prepares daily log of work completed and inspections made; maintains shop inventory records orders parts, as needed
- Possesses considerable knowledge of the methods, practices, and techniques used in replacing, repairing, and maintaining air conditioning and refrigeration units, and of the properties and safety standards of various refrigerants
- Possesses basic knowledge of fire and security systems
- Possesses knowledge of the operations of facilities management systems
- Responds to emergency duty assignments when required

- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- Graduation from high school or GED
- Four (4) years of experience in the repair and maintenance of a wide variety of air conditioning and refrigeration systems
- Core and Type I and II CFC certification
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be 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. (Board Policy EEBA)

**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 – Range13.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024

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

**MAINTENANCE TECHNICIAN - PAINTER**

**POSITION:** Maintenance Technician - Painter

**REPORTS TO:** Director of Maintenance

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

This is a skilled journeyman-level position. 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:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to routinely lift or move objects of 100 pounds or more
- Ability to endure exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.
- Possess knowledge of safe maintenance practices
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

**DUTIES AND RESPONSIBILITIES:**

- 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
- Performs physical activities such as climbing, carrying items, standing for extended periods of time, walking, etc.
- Erects, uses, and maintains scaffolding and ladders
- Prepares coated and uncoated surfaces for finishing
- Prepares wood, block, and metal surfaces for finishing
- Selects, uses, and maintains brushes and rollers
- Applies coatings, using brushes and rollers
- Prepares surfaces and applies wallpaper and vinyl coverings
- Obtains desired finishes by using stains, varnishes, and lacquers
- Coordinates work with Foreman and Team Leader
- Coordinates site work with Facility Administrator
- Ensures safe practices are adhered to when completing tasks
- Finishes drywall surfaces - taping and compound
- Inspects wall coverings and painted surfaces

- Provides estimates on time, material, and remaining life cycle
- Performs work in the maintenance, repair, and modifications of building finishes
- Prepares and maintains finish schedules for school facilities
- Prepares time and material estimates for painting and wall covering
- Establishes standardized equipment and maintains inventory of needed supplies
- Inspects and prepares reports of workmanship issues during construction
- Responds to emergency duty assignments when required
- Reports concerns and safety issues to the assigned foreman
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High school diploma or GED
- Three (3) years of painting experience
- Must be able to lift 100 pounds
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be 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 Board-owned vehicle.(Board Policy EEBA)

**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 – Range13.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**

Updated 07.2024