

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

MAINTENANCE WORKER - HVAC

POSITION: Maintenance Worker - 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, a combination 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
- Performs scheduled preventive maintenance
- Diagnoses problems and makes repairs of electronic and pneumatic control devices
- Complies with all safety rules and regulations in relation to the air conditioning trade
- Testing water samples for pH factor
- Checks, maintains, and repairs hot water, steam, refrigeration, and chiller systems and components
- 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;
- Possess considerable knowledge of the methods, practices, and techniques used in replacing, repairing, and maintaining air conditioning and refrigeration units, and the 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; and

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

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Two (2) 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 – Range 9.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

MAINTENANCE WORKER - PAINTER

POSITION: Maintenance Worker - 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 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 undesired 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 System

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
- Perform physical activities such as climbing, carrying items, standing for extended periods of time, walking, etc.
- Ensure safe practices are adhered to when completing tasks
- Erects, uses and maintains scaffolding and ladders
- Prepares coated and uncoated surfaces for finishing
- Prepare 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
- Responds to emergency duty assignments when required
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Graduate from high school or GED
- Two (2) 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 EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 9.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024