

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

TEAM LEAD - APPLIANCE REPAIR, REFRIGERATION, HVAC

POSITION: Team Lead - Appliance Repair Refrigeration HVAC

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 Appliance Repair/Refrigeration and HVAC. This position will collaborate closely with 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 routinely lift or move objects of 50 pounds or more; frequently during the day
- Ability to routinely climb ladders and work at elevated heights
- 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:

- Coordinates and monitors all work requests and preventive maintenance to appliances, HVAC, and refrigeration equipment
- Assesses tasks to determine equipment, supplies, materials, and resources needed to coordinate and perform appliance, HVAC, and refrigeration repair
- Coordinates and assigns duties of tradesmen within the engineering shop
- 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 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

- Determines whether work can be handled utilizing in-house staff, and works with current board-approved contractors to bid and complete work when the scope of the work is beyond Department of Maintenance capabilities
- Secures bids for material and contracted services, including the creation of purchase order requisitions
- Prepares a draft scope 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
- Repair and replace motor controls, relays, starters, and safety switches for equipment with single or multiple phase services
- Troubleshoots and repairs problems in various systems such as ovens, dishwashers, walk-in freezers, and refrigerators
- Performs basic fluid and heat load calculations for the modification of food service systems
- Reads, understands, and interprets blueprints, schematics, and technical specifications for distribution of electrical, cooling and heating systems
- Troubleshoots, diagnoses, and repairs food service and refrigeration systems, including such items as replacing compressors, changing shaft and bearing assemblies, repairing oil and refrigerant leaks, ovens, and dishwashers
- Performs 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
- Monitors pressures, adjust controls, gas valves, regulators, and control limits of refrigeration
- Maintains shop equipment and the cleanliness of the shop
- Prepares electronic log of work completed and inspections
- Maintains shop inventory records; orders parts, as needed
- Responds 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
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Possess a Universal CFC certificate or must obtain within six months of employment to maintain employment
- Associates degree or three (3) years of experience in the maintenance and repair of food service and refrigeration systems
- 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 the EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025

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

TEAM LEAD – BUILDING, GROUNDS, CABINET MAKER, LOCKSMITH

POSITION: 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:

- 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
- 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:

- Coordinates and assigns duties of tradesmen within the building trades shop
- Coordinate and monitor all work requests and preventive maintenance in the grounds, school building equipment and logistic areas to tasks completion
- 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 services 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
- Provide reports and statuses on the following trade crafts – building equipment repair, cabinetmaker, lock-smithing, grounds, and logistics

- Maintains 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, policies, and regulations
- Uses a computerized work order system to coordinate, organize, schedule, monitor and direct the work of the tradesmen
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associates degree or three (3) years of 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 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 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025

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

TEAM LEAD – ELECTRICAL, PLUMBING, REFRIGERATION, FMS OPERATOR

POSITION: Team Lead - Electrical, Plumbing, Refrigeration, FMS Operator

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 lighting systems electrical distribution systems sanitary systems irrigation systems, potable hydronic systems, heating hot water and steam boilers, and 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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to report to work daily and on time
- Ability to use technology effectively to complete tasks, including work order systems
- 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
- Possess excellent time management skills and 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:

- Coordinates and assigns duties of tradesmen within the electro-mechanical shop
- Coordinates and monitors 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
- 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, workflow, 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
- Provides reports and statuses on the following trade crafts – plumbing, lighting, electrical, sanitary, irrigation, potable hydronic systems, and heating hot water and steam boiler
- Provides input in the development of technical specifications related the systems maintenance, repair, and replacement

- Secures bids for material and contracted services, including the creation of purchase order requisitions
- Prepares a draft scope 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
- Perform other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associates degree or three (3) years of 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 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:

- CDL

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 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 7.2024, 5.2025

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

TEAM LEAD - HVAC

POSITION: 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:

- 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
- 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:

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

QUALIFICATIONS:

- High School Diploma or GED
- Possess CFC Certification (Universal)
- Associates degree or three (3) years of 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 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 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025

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

TEAM LEAD – ROOFING, PAINTING, CARPENTRY

POSITION: 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:

- 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
- 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:

- Responsibly, expeditiously and effectively completes 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, policies, and regulations
- Coordinates and assigns duties of tradesmen within the building trades 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 insure 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, and create purchase order requisitions
- Prepares a scope of work for request for quote purposes and verifies that an indefinite quantity contract doesn't exist
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

- High School Diploma or GED
- Associates degree or three (3) years of 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 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 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025