

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

BUILDING TRADES Specialist – BUILDING REPAIR, CARPENTRY

POSITION: Building Trades Specialist - Building Repair, Carpentry

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This lead supervisory work, in rough and finish carpentry and associated trades, requires independent judgment in assigning, scheduling, estimating, inspecting and participating in the work of carpentry and other related trades. Work tasks may include ceiling grid repairs, installation of instructional boards, cafeteria table repair, floor tiling, installation/repair of bathroom partitions, locker repairs, playground repair, bleacher repair, sign installation and/or repair, window blind installations, etc.

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, and construction of buildings, structures, and fixtures; including but not limited to walls, ceilings, doors, shelves, bulletin boards, chalkboards, trailer underpinnings, and replacing broken glass and tiles
- Supervises work crews engaged in building repair/construction
- Operates machinery needed in the completion of tasks related to building repair/construction
- Maintains time and work order records; prepares reports as required
- Assigns crews in response to emergency situations
- Performs, or assists in performing, the more difficult or skilled tasks, trains and instructs subordinates.

- Prepares estimates of labor and materials as directed
- Maintains records of labor and material used
- Responds to emergency duty assignments when required by supervisor
- Acts as Team Leader in his absence
- Leads or instructs employees as delegated
- Performs other related and non-related job duties as assigned

QUALIFICATIONS

Required:

- High school diploma or GED
- Three (3) of experience of carpentry experience in the construction, repair, and maintenance of facilities
- 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 16

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 6.2025

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

BUILDING TRADES SPECIALIST - LOCKSMITH

POSITION: Building Trades Specialist - Locksmith

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Locksmith plays crucial role in ensuring the security and safety of students and staff members by installing, repairing, and maintaining locks and other security devices. They must be able to provide solutions to a variety of lock-related problems, from jammed locks and broken keys to complex electronic locking systems. The Locksmith IV works independently to diagnose and solve issues, providing exceptional customer service and expert advice on lock selection and installation.

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
- 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:

- Troubleshoots diagnoses and repairs associated door locking mechanisms, door jambs, garage doors and openers
- Performs preventive maintenance checks of doors and locking mechanisms
- Repairs, installs, and maintains locks on cabinets, lockers, and doors; cuts keys and possess the ability to assist in changing lock combinations; cuts duplicate keys with and without patterns and guides
- Repairs and replaces tumblers, springs, and other associated lock parts; removes broken keys and or foreign objects from lockers and lock systems
- Assures and understands compliance and safety practices and procedures in accordance with applicable codes, regulations, and requirements
- Operates a variety of equipment to include power tools, hand tools and key duplication machine
- Operates special equipment to open key and combinations locks; disassembles and repairs padlocks and door locks

- Performs associated carpentry and metal work in conjunction with lock-smithing repairs
- Maintains various records related to keying systems, facility control key indexes
- Responds to emergency key needs when requested
- Orders parts and maintains adequate inventory
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

- High school diploma (GED)
- Three (3) years of experience in the repair, maintenance, and service of locks and associated locking mechanisms and hardware

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 16.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Update 07.2024, 6.2025

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

BUILDING TRADES SPECIALIST - PAINTER

POSITION: Building Trades Specialist - Painter

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is a skilled journeyman level, 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, 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, and 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
- Maintains a valid driver's license
- Coordinates work with Foreman and Team Leader
- Coordinates site work with Facility Administrator
- Responds to emergency duty assignments when required
- Reports concerns and safety issues to the assigned foreman
- 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
- Lays out and applies lining schemes on gym floors and other play surfaces
- Operates and maintains power washing equipment
- Applies acrylic finish to tennis courts
- Repairs blemishes or damage to running track surfaces
- Prepares coordinated color schemes for selection by user groups
- 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
- Directs the work of seasonal painters and regular painting crew
- Establishes standardized equipment; maintains inventory of needed supplies
- Inspects and prepares reports of workmanship issues during construction
- 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 100lbs
- 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.

SALARYGRADERANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 16.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 6.2025

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

BUILDING TRADES SPECIALIST - ROOFER

POSITION: Building Trades Specialist - Roofer

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This lead supervisory skilled tradesperson will perform a combination of new construction, maintenance, and repair of light commercial buildings as a roofer. 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, 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, and construction of buildings' roofing systems
- Performs work required for the repair, maintenance, and installation of roofs, including four-ply hot asphalt, EPDM, standing seam, and asphalt shingle
- Performs work demanding a high degree of mutual skill in the roofing trade
- Sets up and operates all tools of the trade and makes frequent decisions based upon technical details
- Makes accurate material lists and coordinates work with appropriate school personnel
- Investigates work orders related to leaks or other defects of roof
- Clears affected surfaces, fills cracks or holes with cement and membrane, covers with hot asphalt
- Makes carpentry repairs to damaged roof decking and curb systems
- Rebuilds entire roofs, using base felt, tar, gravel, asphalt, and other materials as required
- Repairs damaged roof sections

- Lays out, cuts, solders, and installs gutters, downspouts, and other sheet metal fixtures
- Assists in the correction of emergencies as they occur beyond the normal working hours
- Monitors roof installations
- Plans, and performs roofing repairs and installation of new roofing systems.
- Maintains/assists with field inspection reports for new roofing installations
- Prepares detailed material lists for roofing projects
- Reports concerns and safety issues to the 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 roofing experience in the installation, repair, and maintenance of roofing systems; or any combination and training that would provide the knowledge, abilities, and skills
- 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:

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BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 6.2025