

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

FOREMAN - BUILDING

POSITION: Foreman - Building

REPORTS TO: Director of Maintenance

LOCATION: Department of Maintenance

NATURE OF WORK:

Assumes responsibility for the expeditious and effective completion of all assigned building trades projects. Work involves scheduling, establishing necessary priorities, and assignment of crews and overall direction of the building trades area. 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 desirable construction modifications, as well as, execution. Assures on a daily basis that work meets federal, state and local requirements. Assures quality standards are addressed and work meets compliance and safety regulations. Provides daily input to Director of Maintenance on all of the following requirements.

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:

- Plans, organizes and assumes execution of assigned tasks within the building trades area
- Assigns, instructs and inspects the work of personnel within the building trades area engaged in various activities, such as, setting and repairing floor tiles, partition installation, carpentry, manufacturing of cabinets and bookshelves, sheet rock installation and repairs, installation and repair of drop ceilings, doors, carpeting, locksmithing, roofing and other miscellaneous building maintenance related activities
- Estimates labor and material for all building trades projects
- Develops and administers quality standards to ensure work is accomplished in the most efficient and productive manner

- Coordinates and inspects work performed by contractors in relationship to building trades area.
- Assists in review of blueprints for new school construction, as well as, preparing and monitoring punch lists for compliance
- Participates in the selection of hiring, upgrades and evaluations of building trades assigned personnel
- Coordinates work schedules to meet the needs of school facilities
- Provides input in relationship to building trades area to support requirements for the yearly maintenance budget
- Works in conjunction with Director of Maintenance to assess and prioritize work requests for major/minor projects for repairs or renovations; maintains and submits work requests to work management in reference to building trades area
- Participates actively with Supervisor of Maintenance in the preparation and presentation of "Safety Information"
- Maintains records of tools and equipment assigned to building trades area
- Prepares requests for purchase of materials and equipment
- Responds to emergency situations as required
- Establishes and maintains effective relationships with subordinate employees, school officials and administrators, contractors, local and state agencies, vendors, and suppliers
- Possesses broad knowledge of multiple building trades, construction and service repairs to commercial educational facilities
- Ensures that assigned work is executed and accomplished in compliance with building, health and safety regulations
- Uses computer work order system to coordinate, organize, schedule, monitor and direct the work of assigned staff within assigned area of responsibility
- Maintains inventory and orders supplies as needed
- Monitors and maintains open purchase order requests within assigned area of responsibility
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Three (3) years of experience within the construction or maintenance trade area
- Two (2) years in a management or supervisory role

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 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025

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

FOREMAN - ENGINEERING

POSITION: Foreman - Engineering

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

Assumes responsibility for the expeditious and effective completion of all assigned (HVAC, fire alarm, fire protection, refrigeration, plumbing, electrical, food service, security, and vehicle) work requests. This includes scheduling, establishing priorities, crew assignment, securing quotes for materials/services, preparing scopes of work, providing budgetary input, supervision of contracted services, quality inspection/monitoring, and the overall direction in the engineering trades area. Provide information in electronic formats using Microsoft Office Suite. Must possess the ability to organize and maintain regulatory and empirical documentation, to estimate project funding requirements, and to recommend the appropriate construction and/or repair means and methods. Ensures that all work performed meets federal, state, and local requirements, and quality standards. Provide daily input and recommendations to the Director of Maintenance.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to manage and direct the tasks of greater than fifteen personnel
- Ability to read and interpret blueprints, drawings and specifications
- Possess a working knowledge of tools, equipment and techniques utilized in the repair, service and maintenance of HVAC, fire alarm, fire protection, refrigeration, plumbing, electrical, food service, security and vehicle equipment and systems
- 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 School System

DUTIES AND RESPONSIBILITIES:

- Uses computerized work order system to coordinate, organize, schedule, monitor and direct the work of assigned staff
- Ensures that assigned work is executed and accomplished in compliance with federal, state and local requirements and health and safety regulations

- Assesses job tasks to determine funding, equipment, supplies, and resources needed to perform daily, weekly, monthly, and annualized duties
- Maintains inventory and orders supplies as needed
- Monitors and manages budget within assigned area of responsibility
- Communicates verbal/written concerns, reports, recommendations to the Director of Maintenance
- Plans, organizes, and assumes execution of assigned tasks within the engineering trades area
- Assigns, instructs, and inspects the work of personnel within the engineering trades area
- Estimates labor and material for all engineering trades projects
- Develops and administers quality standards to ensure work is accomplished in the most consistent, efficient, and productive manner
- Coordinates and inspects work performed by contractors
- Assists in review of blueprints for new school construction, as well as, preparing and monitoring punch lists items for correction
- Coordinates major repairs, service or maintenance with the school site personnel
- Participates/provides input in the process for hiring, reclassification and employee evaluations
- Coordinates work schedules to meet the needs of school facilities
- Works in conjunction with the Direction of Maintenance to assess and prioritize work requests for major/minor projects for repairs and/or renovations
- Participates actively with the Director of Maintenance in the preparation and presentation of "Safety Information"
- Maintains records of tools and equipment assigned
- Prepares requests for purchase of service, material, and equipment
- Responds to emergency situations as required
- Establishes and maintains effective relationships with subordinate employees, school officials and administrators, contractors, local and state agencies, vendors, and suppliers
- This position is considered as "Emergency Personnel"
- Follows verbal and written instructions
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

- High School Diploma/GED
- Three (3) years of experience within the construction or maintenance trades area
- Two (2) years in a management or supervisory role
- Possession of a Grade 3 License issued by the Maryland Board of Stationary Engineers or equivalent
- Possession of a valid Maryland 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 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Revised: 07.2024, 5.2025

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

FOREMAN - VEHICLE

POSITION: Foreman - Vehicle

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This position, under the Director of Maintenance, oversees the management of our vehicle mechanics and the maintenance of all SMCPs vehicles. The Foreman will work directly with the vehicle maintenance staff to ensure exceptional quality of work and compliance with all federal, state, and local requirements. The Foreman provides leadership, supervision, technical support, and assistance to all vehicle mechanics in the garage. The position requires the ability to prioritize, budget, schedule, and manage many different projects at one time. The Foreman provides daily input to the Director of Maintenance.

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 courteously and tactfully with staff, students, parents and the community in a timely manner
- Ability to perform manual labor
- Ability to supervise, train and evaluate assigned lower-grade mechanics
- Ability to read and interpret technical manuals, drawings, and specifications
- Possess a working knowledge of tools and equipment utilized within the transportation area
- 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 School System

DUTIES AND RESPONSIBILITIES:

- Establishes and maintains schedules and provides oversight for vehicle preventive maintenance, safety recalls, warranty repairs and school vehicle safety inspections
- Provides oversight for fleet maintenance contracted services
- Prepares specifications for fleet maintenance contracted services and commodities, requisition parts, supplies and services
- Prepares repair estimates, reports and manages various special projects as assigned, assists with budget preparation
- Trains and supervises vehicle maintenance personnel

- Estimates labor and material for all transportation projects
- Plans, organizes, and execution of assigned tasks within the transportation area
- Assigns, instructs, and inspects the work of personnel within the transportation area engaged in various activities, such as, vehicle maintenance, troubleshooting, repair, and service
- Develops and administers quality standards to ensure work is accomplished in the most efficient and productive manner
- Conducts school vehicle and equipment safety inspections and evaluations
- Coordinates and inspects work performed by contractors in relation to transportation area
- Assists in the review and development of vehicle bid lists, and repair or replacement proposal
- Coordinates work schedules to meet the needs of school facilities
- Provides input in relation to transportation area to support requirements for the yearly maintenance budget
- Works in conjunction with Director of Maintenance or designee to assess and prioritize work requests for major/minor repair and service projects repairs
- Prepares requests for purchase of materials and equipment
- Responsible for updating the vehicle life-cycle/replacement schedule and securing the purchase of replacement vehicles
- Serves as the emergency contact for accidents involving fleet vehicles and the primary contact for insurance adjuster
- Responsible for the procurement, maintenance, and repair of snow removal equipment
- Responsible for the maintenance and repair of small-engine and heavy-duty equipment
- Responsible for all welding needs and emergency generator repairs and maintenance
- Inspects and checks in school buses that are new to the school system
- Ensures that assigned work is executed and accomplished in compliance with applicable safety regulations
- Uses computer work order system to coordinate, organize, schedule, and monitor the work of staff within assigned areas of responsibility
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Three (3) years of experience within the vehicle repair and service, and maintenance trade area
- Two (2) years in a management or supervisory role
- Possession of a Commercial Driver's License (CDL) Class "A" and Class "B" 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)
- Automotive Service Excellence (ASE) Certifications:
 - A1-A9 (Automobile & Light Truck Certification)
 - S1 – S7 (School Bus Certification)
 - T1 – T8 (Medium-Heavy Truck Certification)
 - Journeyman
 - Non-Commercial with passenger and air brake, Class B

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 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025