

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

MAINTENANCE WORKER – BUILDING GROUNDS

POSITION: Maintenance Worker – Building Grounds

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This position is an entry level position with limited experience in the maintenance trades; this position provides growth potential. The main function of an employee in this classification is to perform unskilled or semi-skilled labor for the Department of Maintenance as a whole. The employee will be utilized in the assistance of seasonal activities such as grounds care, moving and deliveries, minor carpentry, snow removal, air filter changes, roof maintenance, etc. The incumbent routinely receives assignments from Maintenance Foremen, and Maintenance Team Leaders, under the direction of 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 work independently
- Ability to follow both written and verbal instructions
- Ability to operate grounds tractors and mowers
- Ability to routinely lift or move objects of 100 pounds or more
- Ability to routinely climb ladders and work at elevated heights
- Ability to endure exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.
- Possess effective organizational skills
- Possess and maintain a valid Maryland Driver's License with no more than the equivalent points in the state of Maryland
- Possess fundamental knowledge of basic hand and power tools
- Possess effective written and oral communication skills

DUTIES AND RESPONSIBILITIES:

- Provides basic ground maintenance for school facilities; including turf cutting, aeration, seeding, trimming, spreading topsoil and sand, cleaning, weeding, raking flowerbeds and playgrounds, using motorized, heavy-duty equipment such as trucks, tractors, mowers, edger, chainsaw, and tiller
- Makes minor repairs and alterations on floors, windows, furniture, and other wooden structures
- Changes air filters
- Caulks doors and windows
- Checks and maintains sewer lines and clean traps
- Repairs extension cords
- Oils and lubricates mechanical and grounds equipment and machines
- Prepares interior and exterior walls and other building structural surfaces by washing, brushing, sanding, and scraping
- Applies paint, varnishes, stains, and waterproofing agents to interior and exterior walls and other building structures

- Cleans gutters and rooftop drains
- Assists in the stripping of roof materials and applications of new membranes or materials
- Makes minor repairs to grounds such as parking lots, walkways, walls, and fencing
- Operates automobiles, trucks, forklift, and grounds tractors
- Makes general deliveries in schools and facilities
- Assists mechanical trades in care and cleaning of boilers and other mechanical equipment
- Provides unskilled labor in support of multiple trades
- Responds to emergency duty assignments when required
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

- High school diploma or GED
- Two (2) years of experience in basic grounds care and maintenance repairs
- Two (2) years of experience in plumbing, concrete work, roofing, painting, or small engine mechanics
- Possess an Environmental Protection Agency – Renovators Certification or must obtain within six 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 10.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 6.2025

**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 10.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 6.2025

**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 10.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 6.2025