



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

AIR CONDITIONING & HEATING MECHANIC

LOCATION:

Department of School Facilities

POSITION SUMMARY:

This is a skilled position requiring the employee to perform routine maintenance, repair, installation, and modernization, air conditioners, heat pumps, and other mechanical systems in or on buildings owned or leased by the Calvert County Public Schools (CCPS). This is skilled work in the trades of air conditioning and heating. Employee performs complex tasks in judging the need for air-conditioning and heating repairs and the techniques and materials most appropriate for effective repairs. Incumbent receives general direction from the Supervisor of Maintenance and the heating, ventilation & air conditioning (HVAC) foreman and is expected to exercise independent judgment in the field, work is reviewed for results obtained only.

REPORTS TO:

Director of School Facilities, Supervisor of Maintenance or designee

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High school diploma or possession of a general education development (GED) program certificate
2. Completion of courses in air conditioning and heating required.
3. Experience with pneumatics, DDC controls, and related systems required.
4. Must have a minimum of five (5) years of experience with hot water, chilled water and/or all other HVAC systems
5. Applicant should possess at least a Journeyman level license; Masters HVAC or Maryland Stationary Engineer preferred
6. Valid Maryland Class C Driver's License (minimum). The chosen candidate will be required to provide CCPS with a current copy of his/her Maryland license and driving record prior to start of employment
7. Chloro Fluoro Carbons (CFC) Certification required

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Working knowledge of air conditioning and heating trades
2. Knowledge of gas/oil fired steam/hot water boiler plants
3. Ability to analyze problems with air conditioning and heating and make recommendations and decisions based on specifications including electrical and building codes
4. Ability to understand and communicate with both oral and written skills
5. Ability to climb ladders and work on roofs or at heights, as well as confined spaces
6. Ability to work safely and efficiently with no immediate supervision necessary
7. Ability to use a tablet or laptop preferred
8. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Repairs, maintains, installs, and modernizes commercial boilers, chiller units, HVAC systems, heating units, refrigeration units, and other mechanical systems
2. Performs work of a skilled variety demanding a high degree of manual and technical skills
3. Troubleshoots using various types of test equipment to determine malfunctions
4. Test, adjust, maintain, and repair heating, air conditioning and mechanical equipment for efficiency and safety
5. Performs routine scheduled preventive maintenance on all types of HVAC equipment
6. Maintains a minimum level of repair and operational parts and supplies for stock
7. Provides spot training instruction on use of heating units, air conditioners, and mechanical equipment to building staff
8. Assures all work is completed in compliance with applicable safety standards and American Society Heating Refrigeration Air Conditioning Engineers' (ASHRAE) guidelines
9. Must work diligently and safely in a school environment and around children
10. Thinks, concentrates, and interacts positively with others
11. Comes to work daily and promptly, dressed neatly and in uniform currently provided by CCPS
12. Works under stress and meets deadlines

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by the Director of School Facilities, Supervisor of Maintenance, or designee.

PHYSICAL DEMANDS:

Requires heavy physical effort at frequent intervals, sometimes lifting 50lbs. or more.

UNUSUAL DEMANDS:

Subject to staying late to finish ongoing repairs, and/or call back in emergencies, including snow removal

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 19). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded

an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov> or call 1-800-421-3481.