



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

WORK ORDER TECHNICIAN

LOCATION:

Department of School Facilities

POSITION SUMMARY:

Under supervision of the Director of School Facilities, Supervisor of Maintenance or designee, the work order technician utilizes an electronic maintenance management program to receive, review, and prioritize all work order requests to optimize operational conditions in all school system buildings. Submit and prepare all documentation required by the IAC for inspections of facilities and the Comprehensive Maintenance Plan.

REPORTS TO:

Director of School Facilities, Supervisor of Maintenance or designee

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High school diploma or general education development (GED) program certificate
2. Minimum of three (3) years of experience managing a maintenance-based work order system preferred.
3. Experience working with various types of computer programs. (Excel, Word, Power Point, etc...)

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. Excellent written, verbal, and interpersonal skills
2. General knowledge of construction and maintenance, and the related terminology, is essential
3. Excellent computer skills, including word processing, spreadsheets, and data bases
4. Demonstrated proficiency in organizational and general math skills

5. Ability to produce an accurate work product
6. Proven ability to work with a minimum of direct supervision and to carry a project to its completion
7. Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings
8. Demonstrated good judgment in making decisions, including handling telephone calls, composition of letters and memoranda
9. Demonstrated success in accomplishing tasks akin to the responsibilities listed below
10. Ability to meet deadlines when needed.
11. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Utilizes and maintains an electronic maintenance management program to track all inventory, supplies, labor, and materials needed for performing repairs and projects
2. Maintains a work order database to track pending and completed work order requests
3. Maintains a work order satisfaction database and associated reports
4. Receives, reviews, interprets, and prioritizes work order requests, and then distributes them to appropriate department personnel for action
5. Maintains electronic records of all work performed by department personnel including labor, time, materials, and travel time
6. Maintains an electronic work order archive
7. Prepares and distributes reports reflecting pending and completed work to each foreman and administrator for review and comment
8. Pulls, organizes, and sends reports to Maryland State and other entities for inspections
9. Works closely with school staff to ensure that records and files accurately reflect the department's work order files
10. Receives and processes inquiries and calls regarding work order status
11. Assists with the implementation of the computerized preventive maintenance program to include data entry, tracking, and follow-up
12. Reviews, analyzes, and administers procurement of supplies required for repairs when needed
13. Creates and manipulates graphics and summary reports utilizing the work order software including pre and post reports for all maintenance inspections as needed
14. Assist with training of school-based staff on the use of the computerized work order software
15. Responds and assists during emergency situations including, but not limited to, inclement weather assignments, vandalism, and emergency repairs
16. Maintains records of the fuel distribution system
17. Trains school and office personnel to use the work order system.
18. Thinks, concentrates, and interacts positively with others
19. Comes to work regularly and promptly
20. 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:

Position is essentially sedentary.

UNUSUAL DEMANDS:

Must be available to respond to emergencies, including after-hour emergencies.

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://ocrcas.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:

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

Employees may report allegations of harassment to:

Mr. Zachary Seawell
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.

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