



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

BUILDING SERVICES ASSISTANT MANAGER 1

LOCATION:

To be determined

POSITION SUMMARY:

Performs building cleaning and related facilities support work in schools and administrative buildings. This position requires manual work relating to efficient performance of general cleaning and routine maintenance tasks. The position requires repetitive and sustained physical effort and involves some heavy work in moving or lifting furniture and equipment. This position is designated as emergency personnel and is required to respond to emergencies as needed. Incumbent receives general direction and evaluation from principal, supervisor of Operations or designee.

REPORTS TO:

Principal, Supervisor of Operations, or designee

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High school diploma, possession of a general education development (GED) program certificate, or Maryland high school certificate of attendance
2. Six months of building cleaning experience preferred

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. Knowledge of cleaning methods, materials, and equipment
2. Knowledge of operation of boiler, and other major mechanical equipment applicable to public school buildings and surrounding lawn and play areas
3. Demonstrated leadership skills
4. Ability to operate custodial equipment
5. Ability to get along well with others
6. Ability to read and write
7. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
8. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Oversees the work of the evening building service workers at an elementary school, middle school, Calvert Country School or Calvert Career & Technology Academy
2. Communicates daily with the building services manager concerning topics such as staff needs, facility information and special events
3. Keeps time records for evening building service workers and substitute building service workers
4. Makes semi-skilled repairs to equipment and notifies building service manager of need for major maintenance repairs
5. Maintains proper heating, air conditioning, and lighting of the building
6. Arranges, opens, and locks buildings for meetings and other events
7. Checks parking lot lights for proper operation on a regular basis
8. Secures building and turns off lighting at the end of the shift
9. Assists in maintenance and care of the school grounds
10. Assists with keeping all roof, storm drains and gutters clear of debris.
11. Assists with the training of new building service staff.
12. Uses, cleans, maintains and arranges for repair on building service equipment.
13. Performs cleaning duties such as sweeping, mopping, and scrubbing of floors and other surfaces
14. Cleans cafeteria during and after lunch, cleaning tables, emptying trash, dust mop floors, and cleaning up spills.
15. Cleans and maintains water fountains and restrooms
16. Vacuums carpet and uses carpet cleaning machines
17. Dust and cleans furniture, chalkboards, blinds, unit ventilators, registers, vents and light fixtures.
18. Cleans doors, glass windows, mirrors, and polishes chrome fixtures.
19. Uses floor machines in stripping, waxing, and polishing of floors
20. Replaces lamps, tubes, and ceiling tiles.
21. Removes snow and ice from sidewalks
22. Sets up for assemblies and other meetings/programs
23. Keeps grounds clear of people not on official school business
24. Assists visitors by giving directions and needed explanations
25. Assists law enforcement officers as directed by the principal
26. Attends safety, maintenance, and custodial meetings as requested by the Building Services Manager, Principal, and Supervisor of Operations.
27. Lifts and moves heavy objects and performs manual labor
28. Works at elevated heights using ladders, scaffolds or lifts.
29. Collects trash and recycling and places in appropriate dumpsters for removal.
30. Thinks, concentrates, and interacts positively with others.
31. Comes to work regularly and promptly.
32. 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 building principal, Supervisor of Operations, or designee

PHYSICAL DEMANDS:

Requires moderate physical effort, including lifting and carrying objects weighing up to fifty (50) pounds. Employee works with chemical cleaning agents.

UNUSUAL DEMANDS:

May be subject to a flexible work schedule. This position is designated as “emergency/essential personnel.”

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 7). 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://ocracas.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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