



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

ELECTRONICS TECHNICIAN

LOCATION:

School Facilities – Maintenance and Operations

POSITION SUMMARY:

This is skilled work requiring the repair and maintenance of fire alarms, clocks, security, AV, intercom, telephone, and other electronic equipment. Employee performs complex tasks in judging the need for repairs and the techniques and materials most appropriate for completing repairs. Employee also performs routine preventative maintenance tasks and minor repairs. Incumbent receives general direction from the Director of School Facilities, Supervisor of Maintenance or designee and is expected to exercise independent judgment in the field.

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. Successful completion of an electronic technology program; certificate or diploma required
3. Must have a valid Maryland Class C Driver's License. The chosen candidate will be required to provide Calvert County Public Schools with a current copy of your Maryland driving record prior to the start of your employment.

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. Thorough knowledge of the electronics trade with documented experience in employment related to job functions
2. Initiative and ingenuity to analyze a situation and to make frequent technical decisions
3. Working knowledge of electronics testing equipment
4. Ability to sustain considerable physical effort at frequent intervals
5. Ability to work in confined and constricted spaces

6. Ability to climb ladders and work on roofs
7. Demonstrated success in accomplishing tasks akin to those responsibilities listed below
8. Certification for testing fire suppression systems preferred, but not required
9. Thinks, concentrates, and positively interacts with others
10. Comes to work promptly every day
11. Works flexible hours as necessary
12. Works under stress and meets all deadlines
13. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Performs work required for the repair, maintenance, installation, and modernization of fire alarms, clocks, security, AV, and other electronic equipment
2. Performs work of a skilled variety demanding a high degree of manual and technical competency
3. Locates and determines fire alarm, clock, security, AV, intercom, telephone, and other electronic equipment malfunctions using test equipment
4. Repairs malfunctions by such methods as replacing defective wiring and parts, and keeps all clocks, fire alarms, security, AV, intercom, telephone, and other electronic equipment clean and in good operable condition
5. Tests all clocks, fire alarms, security, AV, intercom, telephone and other electronic equipment for safety and efficiency, using standard test equipment and by observing functions
6. Installs all clocks, fire alarms, security, AV, intercom, telephone, and other electronic equipment
7. Inspects and tests equipment as frequently as required
8. Works occasionally with computers and requires knowledge of programming as pertaining to electronics

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:

Work requires heavy physical effort at frequent intervals and includes lifting and carrying objects weighing 50 lbs. or more.

UNUSUAL DEMANDS:

Subject to "call back" in emergencies including weather related emergencies.

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees. 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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