



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## NOTICE OF VACANCY

DATE

### **POSITION:**

EQUIPMENT OPERATOR (Grounds)

### **LOCATION:**

Department of School Facilities – Grounds Shop

### **POSITION SUMMARY:**

With or without supervision, safely and efficiently operates grounds equipment, either power machinery or hand tools required for the maintenance, repair, and improvement of buildings and grounds. Incumbent is expected to exercise independent judgment and make thoughtful decision in the field.

### **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. Experience with grounds equipment operation and maintenance is required (minimum 5 years). This should include mowers of all types, light excavation equipment (i.e. backhoes, skid steers, etc.), and snow removal equipment.
3. Valid Maryland Commercial Driver's License (CDL) – Class A is required or is obtained within 6 months of employment. The chosen candidate will be required to provide CCPS with a current copy of his/her Maryland license and driving record prior to the start of 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. Ability to understand and communicate with both verbal and written skills.
2. Ability to climb ladders and work at heights.
3. Ability to work in confined spaces.
4. Ability to use a tablet or laptop computer preferred.
5. Such alternatives to the above qualifications as the Calvert County Public Schools or Director of School Facilities may find appropriate and acceptable.
6. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Safely and skillfully operates equipment required for the maintenance, repair, and improvement of buildings and grounds.
2. Performs duties of an auto mechanic helper.
3. Assists skilled and semi-skilled maintenance trade workers.
4. Performs such work as demolition, hauling heavy materials, and preparatory work for the trades
5. Performs work not specifically related to a trade, such as moving heavy furniture, equipment, or materials.
6. Performs grounds work, including excavation, spreading topsoil, grass cutting, and snow removal.
7. Maintains CCPS grounds using hand tools and manual labor such as with shovels, rakes, and wheelbarrows.
8. Maintains parking lots, storm water management systems, trees and vegetation, and playgrounds.
9. Thinks, concentrates, and interacts positively with others.
10. Uses either a tablet or laptop computer to enter work order information and employee leave.
11. Comes to work promptly every day.
12. Works flexible hours as necessary.
13. 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 Director of School Facilities, Supervisor of Maintenance, or designee.

**PHYSICAL DEMANDS:**

Work is performed mainly outdoors, sometimes in extreme weather condition, and will require heavy lifting, sometimes fifty (50) pounds or more. Position requires heightened physical exertion at frequent intervals.

**UNUSUAL DEMANDS:**

Subject to flexible work schedule and call back in emergencies, including snow removal.

**TERMS OF EMPLOYMENT:**

Twelve (12) month position and salary commensurate with qualifications and experience applied to the salary schedule for support employees(Scale 9). All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

REV. 07/2023

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

**EFFECTIVE DATE OF POSITION:**

**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](http://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.

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**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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