



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## NOTICE OF VACANCY

DATE

### **POSITION:**

ELECTRICIAN - LICENSED

### **LOCATION:**

School Facilities/Maintenance

### **POSITION SUMMARY:**

This is skilled work in the trade of electrician. Employee performs complex tasks in judging the need for electrical repair and the techniques and materials most appropriate for effecting repairs. Employees also perform routine, preventative maintenance tasks. Incumbent receives general direction from Director of School Facilities, Supervisor of Maintenance and/or Electrical Foreman. Employee is expected to exercise independent judgment in the field, and work is normally reviewed only for results obtained.

### **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. Master or Journeyman Electrician's license required.
3. Valid Maryland Driver's License is required. 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. Thorough knowledge of the electrical trade.
2. Requires initiative and ingenuity to analyze a situation and to make frequent technical decisions based on

specifications and electrical codes.

3. Ability to sustain considerable physical effort at frequent intervals.
4. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.
5. Trouble shooting experience required.
6. Basic computer user skills., tablets and/or laptop
7. 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 electrical systems for buildings, equipment and grounds.
2. Performs work of a skilled variety demanding a high degree of manual and technical competency.
3. Locates and determines electrical malfunctions using test equipment.
4. Repairs malfunctions by such methods as replacing burned out elements, fuses, and replacing defective wiring, cleaning and repairing motors.
5. Tests electrical equipment, such as, motors, heaters, and controls for safety and efficiency, using standard test equipment and by observing functions.
6. Installs fixtures, wiring conduits, motors, and other electrical equipment.
7. Inspects circuits for specified shielding and grounding.
8. Working knowledge of security and fire alarm systems.
9. Ability to understand and communicate both verbally and in writing.
10. Ability to climb ladders and work on roofs.
11. Ability to work in constricted and confined spaces.
12. Ability to use either a tablet or laptop computer to enter work order info
13. Performs other duties as may be required.
14. Ability to work with others.

**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 requires heavy physical effort

**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](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://ocras.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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