



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## NOTICE OF VACANCY

DATE

### **POSITION:**

PREVENTATIVE MAINTENANCE TECHNICIAN

### **LOCATION:**

Department of School Facilities

### **POSITION SUMMARY:**

Performs preventative maintenance on various types of mechanical equipment throughout Calvert County Public Schools' Facilities. To assist in the implementation of a maintenance program and to carry out all assigned duties. Ensure that all school system buildings and equipment are kept in a condition of operating excellence and full utilization is always available for use. May require prolonged periods of standing and lifting of materials needed to complete assignments.

### **REPORTS TO:**

Director of School Facilities, Supervisor of Maintenance, Supervisor of Operations, or designee.

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High School Diploma, possession of a GED Certificate or Maryland High School Certificate of Attendance.

### **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. Must be able to keep accurate records of preventative maintenance performed.
2. Ability to use tools to complete assigned tasks.
3. Must have excellent oral and written communications skills.
4. Ability to read and write.
5. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
6. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.
7. Excellent interpersonal skills.

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

1. Performs preventative maintenance, minor repairs, and assist in the maintenance of all mechanical equipment including but not limited to pumps, motors, compressors, bottle fillers and air scrubbers in addition to belt adjustments, oiling, greasing and cleaning of the same.
2. Assists with preventive maintenance HVAC equipment including exhaust fans, air handling units and unit ventilators including the scheduled changing of filters.
3. Works at elevated heights using ladders, scaffolds and lifts.
4. Lifts and moves heavy objects and performs manual labor.
5. Interprets instructions, drawings and O/M manuals.
6. Assists in the establishment of an inventory of equipment specific to each building, including manufacturers, serial numbers and model numbers. Compiles associated information that pertains to equipment in order to establish a database for procurement of parts, supplies, materials needed for inventory.
7. Maintains clear and complete records of completed work. Required to complete records and/or records electronically.
8. Advise the foreman of any difficulties or mechanical fails discovered while on assignment.
9. Ensures work areas are clean and equipment is in normal operational mode.
10. Performs coil cleaning of HVAC equipment utilizing special spray equipment and appropriate coil cleaning chemicals.
11. Responds to situations including inclement weather; vandalism and emergency repairs.
12. Fuels and cleans the motor pool vehicles.

## **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, Supervisor of Operations, or designee.

## **PHYSICAL DEMANDS:**

Requires moderate physical effort, including lifting and carrying objects weighing up to fifty (50) pounds.

## **UNUSUAL DEMANDS:**

May be subject to flexible work schedule.

## **TERMS OF EMPLOYMENT:**

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 14). 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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