



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Building Services Assistant Manager 1
DEPARTMENT	
LOCATION	TBD
REPORTS TO	Principal
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 8 hours per day.
WAGE/PAY RATE	Scale 7: \$20.91/hr - \$26.34/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
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. The work is usually inspected in detail upon completion. Incumbent receives general direction and evaluation from principal, supervisor of operations or designee.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High school diploma or general education development (GED) program certificate

SPECIAL REQUIREMENTS

None

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. High school diploma or possession of a general education development (GED) certificate
2. Six months building cleaning experience preferred.
3. Knowledge of cleaning methods, materials, and equipment
4. Knowledge of operation of boiler, and other major mechanical equipment applicable to public school buildings and surrounding lawn and play areas.
5. Demonstrated leadership skills.
6. Ability to operate custodial equipment.
7. Ability to get along well with others.
8. Ability to read and write.

9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
10. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

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. Keep time records for evening building services workers and substitute building service workers.
3. Makes semi-skilled repairs to equipment and notifies Building Services Manager of need for major maintenance repairs.
4. Maintains proper heating, air conditioning and lighting of the building.
5. Arranges, opens, and locks buildings for meetings and other events.
6. Checks parking lot lights for proper operation on a regular basis.
7. Vacuums carpet and uses carpet cleaning machines.
8. Uses, cleans, maintains, and arranges for repair of heavy floor machines used for stripping, waxing, and polishing of floors.
9. Secures building and turns off lighting at the end of the shift.
10. Performs cleaning duties such as sweeping, mopping, and scrubbing of floors and other surfaces.
11. Cleans and maintains water fountains and restrooms.
12. Dust and cleans furniture, chalkboards, blinds, unit ventilators, registers, vents, and light fixtures.
13. Cleans doors, glass windows, mirrors, and polishes metal fixtures.
14. Attends safety, maintenance, and custodial meetings as requested by the Building Services Manager, Principal, and Supervisor of Operations.
15. Works at elevated heights using ladders, scaffolds, or lifts.
16. Replaces lamps, tubes, and ceiling tiles.
17. Collects trash and recycling and places in appropriate dumpsters for removal.
18. Thinks, concentrates, and interacts positively with others.
19. Comes to work regularly and promptly.
20. Works under stress and meets deadlines.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND 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 AND PSYCHOLOGICAL CONDITIONS/DEMANDS

Requires moderate physical effort, including lifting and carrying objects weighing up to 50 pounds. The position requires significant periods of standing, walking, and is performed in a typical school environment. The job requires repetitive and sustained physical effort and involves some heavy work in moving or lifting furniture and equipment. Employee works with chemical cleaning agents.

UNUSUAL DEMANDS

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

EVALUATION

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

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

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, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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://ocrcas.ed.gov/> or call 1-800-421-3481.