CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Building Services Manager 3
DEPARTMENT	Maintenance
LOCATION	TBD
REPORTS TO	Principal, Supervisor of Operations, or designee
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 8 hours per day.
WAGE/PAY RATE	Scale 14:$ 24.40/hr - $ 31.04/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	This position requires manual work relating to efficient performance of general cleaning and routine maintenance tasks. Position requires significant periods of standing and walking and is performed in a typical school environment. The building service manager is responsible for the coordination of cleaning services and for monitoring and reporting on facility issues. Work involves working with directing all custodial operations at a school site including work assignments, training, inventory control, and preparing and requesting work orders. The position is responsible for achieving and maintaining sanitary, safety, and operating standards, and security of a school plant. This position is designated as emergency personnel and is required to respond to emergencies as needed. Incumbent receives general direction and evaluation from principal, supervisor of Operations, or site administrator. The job requires the inspection of work performed by all other building services staff assigned to that building.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High school diploma, possession of a general education development (GED) program certificate, or Maryland high school certificate of attendance
2. Six months of building cleaning experience preferred
3. Considerable knowledge of methods, materials, and practices used in custodial maintenance

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. Knowledge of operation of boiler, and other major mechanical equipment applicable to public school buildings and surrounding lawn and play areas
2. Ability to operate custodial equipment
3. Demonstrated leadership skills
4. Ability to get along well with others
5. Ability to follow and give both written and verbal instructions
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
7. Demonstrates success in accomplishing tasks akin to those responsibilities listed below

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Opens building, checks building and grounds for safety
2. Communicates daily with the building services assistant manager concerning the topics such as staff needs, facility information, and special events
3. Organizes and assigns the work of operations staff in the custodial care of an elementary school, middle school, or the Career and Technology Academy
4. Maintains an inventory of custodial supplies, materials, and equipment
5. Ensures that all activities conform to district guidelines
6. Communicates effectively with members of the school district and community
7. Maintains logs and reports on operational issues such as fuel use, trash collection, pest control, grass cutting, and alarm systems
8. Operates HVAC and other major equipment
9. Cleans and maintains boiler rooms and mechanical rooms to comply with the MOSHA safety requirements
10. Supervises and maintains the school grounds
11. Supervises and participates in general cleaning and maintenance of the school building
12. Removes snow and ice from the school grounds and sidewalks
13. Requisitions and receives supplies and equipment and maintains necessary inventories
14. Assumes responsibility for the general security of the building
15. Assumes responsibility for the general fire security of the building
16. Responds to burglar alarms and fire alarms after hours, seven days per week
17. Performs emergency repairs, and replacement of soap, towels and tissue dispensers.
18. Supervises and assists with extensive summer and holiday cleaning and waxing programs
19. Supervises building lighting system and determines if it is operable and utilized properly
20. Assumes responsibility for the proper functioning of the heating system
21. Follows the policies set forth by the Board of Education when outside organizations are using school buildings, grounds, and facilities
22. Reports acts of vandalism and deliberate littering to the principal
23. Determines work schedules for building services staff and coordinates work responsibilities
24. Checks and orders fuel when required
25. Assists in planning in-service training for building services staff
26. Consults with the principal daily for special assignments and related matters
27. Reacts to change productively and handles other tasks as assigned
28. Appropriately operates all equipment and machinery as required
29. Works from elevated heights using ladders, scaffolds or lifts

30. Works from heights for light bulb replacement and cleaning
31. Supports the value of an education
32. Supports the philosophy and mission of the Calvert County Public Schools
33. Attends safety, maintenance, and building services staff meetings as requested by the principal and supervisor of Operations
34. Thinks, concentrates, and interacts positively with others
35. Comes to work regularly and promptly
36. 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 fifty (50) pounds

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.