



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Auto Mechanic
DEPARTMENT	Department of School Facilities/ Maintenance
LOCATION	School Facilities/ Maintenance
REPORTS TO	Director of School Facilities, Supervisor of Maintenance or designee
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 8 hours per day.
WAGE/PAY RATE	Scale 19: \$ 27.29/hr - \$ 34.92/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	This is skilled work requiring the repair and maintenance of vehicles, snow equipment, tractors and small engines to maintain optimal running condition so they present no problem or interruption to the support staff or educational program. Employee also performs routine preventative maintenance tasks as assigned per ASE standards. Incumbent receives general direction from the Director of School Facilities, Supervisor of Maintenance or his/her designee, and is expected to exercise independent judgment in the field.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High school diploma or general education development (GED) program certificate
2. Automotive Service Excellence (ASE) Certification preferred.
3. Valid Maryland Class C Driver's License required, higher preferred. The chosen candidate will be required to provide Calvert County Public Schools with a current copy of your Maryland driving record prior to the start of your employment.

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. Ability to analyze problems and make decisions
2. Ability to successfully perform a wide variety of tasks requiring an understanding of and proficiency in automotive mechanical and small engine repair.
3. Ability to repair and replace snow removal equipment.
4. Ability to work in confined spaces.
5. Ability to understand and communicate with both oral and written skills.

6. Ability to use tablets or computers for troubleshooting as well as a daily work log
7. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Provides routine maintenance for all school system vehicles, tractors and small engine equipment and diagnose and repair as needed.
2. Maintains a current inventory of supplies and equipment.
3. Establishes an efficient and effective system of routine maintenance and preventative care for all equipment.
4. Sets up and supervises a system for the receipt and issuance of parts and supplies and the keeping of records and inventories.
5. Promotes high standard of safety and good housekeeping methods in all work-connected areas.
6. Prepares reports and cost estimates as required.
6. Supports system wide snow removal efforts.
7. Thinks, concentrates, and interacts positively with others.
8. Comes to work regularly and promptly.
9. 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 Director of School Facilities, Supervisor of Maintenance, or designee.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

Work requires heavy physical effort at frequent intervals, lifting of fifty (50) lbs. or more and requires considerable twisting and turning.

UNUSUAL DEMANDS

Subject to "call back" in emergencies, including snow removal.

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, 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.