



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(Date)**

**POSITION: AIR CONDITIONING/HEATING MECHANIC**

**JOB SUMMARY:** Performs routine maintenance, repair, installation, and modernization of air conditioners, heating units, and other mechanical systems in or on buildings owned or leased by the Calvert County Public Schools. This is skilled work in the trades of air conditioning and heating. Employee performs complex tasks in judging the need for air-conditioning and heating repairs and the techniques and materials most appropriate for affecting repairs. Employee also performs routine preventive maintenance tasks. Incumbent receives general direction from the Supervisor of Maintenance and the Heating, Ventilation & Air Conditioning (HVAC) foreman and is expected to exercise independent judgment in the field.

**REPORTS TO:** Director of School Facilities or designee, Supervisor of Maintenance.

**QUALIFICATIONS AND EXPERIENCE:** (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) program certificate.
2. Completion of courses in air conditioning and heating preferred.
3. Working knowledge of air conditioning and heating trades.
4. Experience with pneumatics, controls, and related systems preferred.
5. Must have a minimum of five (5) years of experience with commercial refrigeration, HVAC, and central chiller systems.
6. Applicant should possess at least an apprentice level license; journeyman or higher is preferred.
7. Knowledge of gas/oil fired steam/hot water boilers preferred.
8. Valid Maryland Class C Driver's License. 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.
9. Chloro Fluoro Carbons (CFC) Certification required.
10. Ability to analyze problems with air conditioning and heating and make recommendations and decisions based on specifications and electrical and building codes.
11. Ability to understand and communicate with both oral and written skills.
12. Ability to climb ladders and work on roofs or at heights.
13. Ability to work in confined spaces.
14. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

**ESSENTIAL JOB FUNCTIONS:**

1. Repairs, maintains, installs, and modernizes commercial chiller units, HVAC systems, heating units, refrigeration units, and other mechanical systems.
2. Performs work of a skilled variety demanding a high degree of manual and technical skills.
3. Troubleshoots using various types of test equipment to determine malfunctions.
4. Test, adjust, maintain, and repair heating, air conditioning and mechanical equipment (including, but not limited to, refrigeration and air handling) for efficiency and safety.
5. Performs routine scheduled preventive maintenance on all types of HVAC equipment.
6. Maintains a minimum level of repair and operational parts and supplies for stock.
7. Provides spot training instruction on use of heating units, air conditioners, and mechanical equipment to building staff.
8. Assures all work is completed in compliance with applicable safety standards and American Society Heating Refrigeration Air Conditioning Engineers' (ASHRAE) guidelines.
9. Prepares reports and cost estimates as required.
10. Thinks, concentrates, and interacts positively with others.
11. Comes to work regularly and promptly.
12. Works under stress and meets deadlines.

**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 or designee, Supervisor of Maintenance.

**PHYSICAL DEMANDS:** Work requires heavy physical effort at frequent intervals, lifting up to 50 lbs.

**UNUSUAL DEMANDS:** Subject to call back in emergencies, including snow removal.

**EVALUATION:** Performance will be evaluated annually in accordance with the policy on evaluation established by the Calvert County Public Schools.

**TERMS OF EMPLOYMENT:** Twelve (12) month position and salary commensurate with qualifications and experience applied to the salary schedule for support employees.

**FLSA STATUS:** Non-exempt.

**EFFECTIVE DATE OF POSITION:**

**APPLICATION PROCEDURE:**

Option 1: **Current Calvert County Public Schools employees** need to submit interest via AppliTrack on CCPS website, [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us). References must be directly related to work experience and must include current 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.

**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  
410-535-1700

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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:

Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

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.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481