



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(date)

POSITION: AUTO MECHANIC

JOB SUMMARY: This is skilled work requiring the repair and maintenance of vehicles, 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. Incumbent receives general direction from the Director of School Facilities, or his/her designee, and is expected to exercise independent judgment in the field

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

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) program certificate.
2. Automotive Service Excellence (ASE) Certification preferred.
3. Ability to analyze problems and make decisions
4. Ability to successfully perform a wide variety of tasks requiring an understanding of and proficiency in automotive mechanical and small engine repair.
5. Ability to repair and replace snow removal equipment.
6. Ability to work in confined spaces.
7. Valid Maryland Class C Driver's License. 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.
8. Ability to understand and communicate with both oral and written skills.
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

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.
7. Supports system wide snow removal efforts.
8. Thinks, concentrates, and interacts positively with others.
9. Comes to work regularly and promptly.
10. 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 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 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. If chosen for this position, the candidate must enroll in direct deposit.

FLSA STATUS: Non-exempt.

EFFECTIVE DATE OF POSITION: Immediate vacancy.

APPLICATION PROCEDURE: Application deadline is (date) at 4:30pm.

Option 1: **Current Calvert County Public Schools employees** need to submit interest via AppliTrack on CCPS website, 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. 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

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