



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(date)

POSITION: BUILDING SERVICES ASSISTANT MANAGER 1

LOCATION:

JOB 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.

REPORTS TO: Principal, Supervisor of Operations, or designee.

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:

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

OTHER JOB 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 Principal, Supervisor of Operations, or designee.

LICENSE OR CERTIFICATION: None

PHYSICAL DEMANDS: Requires moderate physical effort, including lifting and carrying objects weighing up to fifty (50) pounds. This position requires significant periods of standing and 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.

FLSA STATUS: Non-exempt

TERMS OF EMPLOYMENT: Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

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

EFFECTIVE DATE OF POSITION:

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

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack via 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.

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 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
1305 Dares Beach Road
Prince Frederick, MD 20678

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 Complain Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.