



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(date)**

**POSITION:**     **BUILDING SERVICES MANAGER 3**

**LOCATION:**

**JOB 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 directing all custodial operations at a school site including work assignments, training, inventory control and preparation and requesting of work orders. The position is responsible for achieving and maintaining sanitary, safety, operating standards, and security of a school plant. 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.

**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 GED Certificate.
2. Six months building cleaning experience preferred.
3. Considerable knowledge of methods, materials, and practices used in custodial maintenance.
4. Knowledge of operation of boiler, and other major mechanical equipment applicable to public school buildings and surrounding lawn and play areas.
5. Ability to operate custodial equipment.
6. Demonstrated leadership skills.
7. Ability to get along well with others.
8. Ability to follow and give both written and verbal instructions.
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
10. Demonstrates success in accomplishing tasks akin to those responsibilities listed below.

**ESSENTIAL JOB FUNCTIONS:**

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 Calvert 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 repair or cleaning services when necessary.
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 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. Employee works with chemical cleaning agents.

**UNUSUAL DEMANDS:** May be subject to a flexible work schedule. This position is designated as “emergency/essential personnel”.

**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:** Immediate vacancy

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

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

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.

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

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

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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.