



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(date)

POSITION: CARPENTER

JOB SUMMARY: Lay out assigned carpentry jobs, order required materials, secure any necessary tools, and coordinate with other trades. Additional responsibilities include, but not limited to, the installation of walls, wood stairways and ramps, ceilings, roofs, carpets and vinyl tile and the performance of routine preventive maintenance repairs. Must be able to work independently, having little or no supervision, and with other tradesmen. Will also be required to repair and refurbish furniture.

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) Certificate.
2. Valid Maryland Class C Driver's License. The chosen candidate will be required to provide Calvert County Public Schools with a current copy of his/her Maryland driving record prior to the start of employment.
3. Completion of a four-year apprentice program or equivalent "on the job" training.
4. Minimum of five (5) years of carpentry experience in both framing and finishing.
5. General knowledge of all associated construction trades.
6. Must have a working knowledge of all types of roofs (flat, low slope, sloped, standing seam, etc.).
7. Experience in sheet metal wall and roof flashings.
8. Ability to read blueprints and understand specifications.
9. Ability to lay out assigned job, order materials, and schedule/coordinate with other trades.
10. Such alternatives to the above qualifications as the Calvert County Public Schools (CCPS) may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

1. Performs skilled carpentry, woodworking, and concrete work.
2. Performs work required for the maintenance, repair, and improvement of buildings, equipment, and grounds.
3. Performs work demanding a high degree of skill and dexterity.
4. Occasionally performs glazing and glass replacement.
5. Installs metal studs and performs drywall installations, including some Level 2 finishing.
6. Performs repairs to roof systems and associated flashings.
7. Reads blueprints and specifications and performs layouts for construction.
8. Assists in emergency repairs as they occur, even when beyond normal, scheduled working hours.
9. Ensures that all associated construction activities conform to school system guidelines and acceptable practices and building codes.
10. Thinks, concentrates, and interacts positively with others.
11. Comes to work regularly and promptly.
12. Works under stress and meets deadlines.
13. Drives a CCPS vehicle on a daily basis.

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:

1. Work requires heavy physical effort at frequent intervals.
2. Requires working at heights of up to fifty (50) feet above the ground.

UNUSUAL DEMANDS: Subject to call back in emergencies. Position requires availability for 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:

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

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. 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 to 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 Complaint Assessment System at:
<http://ocrcas.ed.gov> or call 1-800-421-3481