



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: CDL TRUCK DRIVER/GROUNDS

POSITION SUMMARY: Under direct supervision and while working independently, the incumbent safely and efficiently operates commercial vehicles and grounds equipment required for the maintenance, repair, and improvement of buildings and grounds. Incumbent is expected to exercise independent judgment and make thoughtful decision in the field.

REPORTS TO: Director of School Facilities 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. Minimum of three years of experience operating commercial vehicles.
3. Valid Maryland CDL, Class A, driver's license is required. 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.
4. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Safely and skillfully operates equipment required for the maintenance, repair, and improvement of buildings and grounds.
2. Performs duties of an auto mechanic helper.
3. Assists skilled and semi-skilled maintenance trade workers.
4. Performs such work as demolition, hauling heavy materials, and preparatory work for the trades.
5. Performs work not specifically related to a trade, such as moving heavy furniture, equipment, or materials.
6. Performs grounds work, including, but not limited to excavation, spreading topsoil, grass cutting, and snow removal.
7. Maintains parking lots, storm water management systems, trees and vegetation, and playgrounds.
8. Thinks, concentrates, and interacts positively with others.
9. Comes to work promptly every day.
10. Works flexible hours as necessary.
11. Works well 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, Supervisor of Maintenance or designee.

PHYSICAL DEMANDS: Work requires heavy physical effort at frequent intervals.

UNUSUAL DEMANDS: Subject to call back in emergencies. May be required to perform snow removal, both by mechanized and manual methods.

LICENSES OR CERTIFICATES: Valid Maryland CDL, Class A, driver's license required.

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.

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: Currently Seeking

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:

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

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
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