
CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678



NOTICE OF VACANCY
(Date)

POSITION: ELECTRICIAN

JOB SUMMARY:

This is skilled work in the trade of electrician. Employee performs complex tasks in judging the need for electrical repair and the techniques and materials most appropriate for effecting repairs. Employees also perform routine preventative maintenance tasks. Incumbent receives general direction from Director of School Facilities and is expected to exercise independent judgment in the field, and work is normally reviewed only for results obtained.

REPORTS TO:

QUALIFICATIONS AND EXPERIENCE:

1. High School Diploma or General Education Development (GED) program certificate.
2. Thorough knowledge of the electrical trade.
3. Experience as electrician preferred.
4. Journeyman Electrician's License.
5. Requires initiative and ingenuity to analyze a situation and to make frequent technical decisions based on specifications and electrical codes.
6. Ability to sustain considerable physical effort at frequent intervals.
7. Valid Maryland 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.
8. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
9. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

1. Performs work required for the repair, maintenance, installation, and modernization of electrical systems for buildings, equipment and grounds.
2. Performs work of a skilled variety demanding a high degree of manual and technical competency.
3. Locates and determines electrical malfunctions using test equipment.
4. Repairs malfunctions by such methods as replacing burned out elements, fuses, and replacing defective wiring, cleaning and repairing motors.
5. Tests electrical equipment, such as, motors, heaters, and controls for safety and efficiency, using standard test equipment and by observing functions.
6. Installs fixtures, wiring conduits, motors, and other electrical equipment.
7. Inspects circuits for specified shielding and grounding.
8. Knowledge of security and fire alarm systems.
9. Ability to understand and communicate with both verbal and written skills.
10. Ability to climb ladders and work on roofs.
11. Ability to work in constricted spaces.
12. Performs other duties as may be required.

OTHER DUTIES:

1. Performs related work as required or assigned by the Asst. Supervisor of Maintenance.

PHYSICAL DEMANDS: Position requires heavy physical effort.

UNUSUAL DEMANDS: Subject to “call back” in emergencies.

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications and experience applied to the support staff salary schedule.

FLSA STATUS: Non-Exempt.

EVALUATION:

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

EFFECTIVE DATE OF POSITION

APPLICATION PROCEDURE: Application deadline is (date).

- 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 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.

