



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(Date of posting)**

**POSITION:** ELECTRONICS TECHNICIAN

**LOCATION:** School Facilities - Maintenance and Operations

**POSITION SUMMARY:** This is skilled work requiring the repair and maintenance of fire alarms, clocks, security, AV, intercom, telephone and other electronic equipment. Employee performs complex tasks in judging the need for repairs and the techniques and materials most appropriate for completing repairs. Employee also performs routine preventative maintenance tasks and minor repairs. Incumbent receives general direction from Director of School Facilities or designee and is expected to exercise independent judgment in the field.

**REPORTS TO:** Director of School Facilities or designee

**KNOWLEDGE, ABILITIES AND SKILLS:** At the time of application, the candidate must have:

1. High School Diploma or possession of a GED Certificate.
2. Successful completion of an electronic technology program; certificate or diploma required.
3. Thorough knowledge of the electronics trade with documented experience in employment related to job functions.
4. Initiative and ingenuity to analyze a situation and to make frequent technical decisions.
5. Working knowledge of electronics testing equipment
6. Ability to sustain considerable physical effort at frequent intervals.
7. Ability to work in confined spaces.
8. Ability to climb ladders and work on roofs.
9. Must have a valid Maryland Class C Driver's License. The chosen candidate will be required to provide Calvert County Public Schools with a current copy of your Maryland driving record prior to the start of your employment.
10. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
11. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.
12. Certification for testing fire suppression systems preferred, but not required.
13. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
14. Thinks, concentrates, and positively interacts with others.
15. Comes to work promptly every day.
16. Works flexible hours as necessary.
17. Works under stress and meets all deadlines.

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Performs work required for the repair, maintenance, installation, and modernization of fire alarms, clocks, security, AV and other electronic equipment.
2. Performs work of a skilled variety demanding a high degree of manual and technical competency.
3. Locates and determines fire alarm, clock, security, AV, intercom, telephone and other electronic equipment malfunctions using test equipment.
4. Repairs malfunctions by such methods as replacing defective wiring and parts, and keeps all clocks, fire alarms, security, AV, intercom, telephone and other electronic equipment clean and in good operable condition.
5. Tests all clocks, fire alarms, security, AV, intercom, telephone and other electronic equipment for safety and efficiency, using standard test equipment and by observing functions.
6. Installs all clocks, fire alarms, security, AV, intercom, telephone and other electronic equipment.
7. Inspects and tests equipment as frequently as required.
8. Works occasionally with computers and requires knowledge of programming as pertaining to electronics.

**OTHER JOB DUTIES:** (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work or other duties as assigned by the Director of School Facilities or designee.

**UNUSUAL DEMANDS:** Subject to “call back” in emergencies or snow removal.

**TERMS OF EMPLOYMENT:** Twelve (12) month position and salary commensurate with qualifications and experience applied to the current Calvert County Public Schools salary schedule for support employees.

**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:** Immediate vacancy.

**APPLICATION PROCEDURE:** Application deadline is (insert 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](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.

**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.