



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(date)

POSITION: **EQUIPMENT OPERATOR**

LOCATION: Department of School Facilities - Grounds

JOB SUMMARY: With or without supervision, safely operates heavy 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 current designee, the 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:

At the time of application, the candidate must have:

1. High School Diploma or General Education Development (GED) program certificate.
2. Experience with heavy equipment operation and maintenance is required (minimum 5 years).
3. Valid Maryland CDL 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. Ability to understand and communicate with both verbal and written skills.
5. Ability to climb ladders and work on roofs.
6. Ability to work in confined spaces.
7. Such alternatives to the above qualifications as the Calvert County Public Schools or Director of School Facilities may find appropriate and acceptable.
8. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

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 excavation, spreading topsoil, grass cutting, and snow removal.
7. Thinks, concentrates, and interacts positively with others.
8. Comes to work promptly every day.
9. Works flexible hours as necessary.
10. Works 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 or current designee, the Supervisor of Maintenance.

PHYSICAL DEMANDS: Work is performed mainly outdoors and will require heavy lifting, sometimes fifty (50) pounds or more. Position requires heightened physical exertion at frequent intervals.

UNUSUAL DEMANDS: Subject to flexible work schedule and call back in emergencies, including snow removal.

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

TERMS OF EMPLOYMENT: Twelve (12) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees. If chosen for this position the candidate must enroll in direct deposit.

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:

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

- 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:

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