

---

CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678



**NOTICE OF VACANCY**  
**(date)**

**POSITION:** LOCKSMITH

**LOCATION:** Central Office – Maintenance Department

**JOB SUMMARY:**

The incumbent will be required to repair, refurbish, and replace wooden/metal doors and frames as well as related hardware. The incumbent will lay out assigned jobs and order materials. Additional responsibilities would include minor carpentry tasks and the scheduling and performance of routine preventive maintenance. This person must be able to work independently and with other tradesmen.

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

**QUALIFICATIONS AND EXPERIENCE:**

At the time of application, the candidate must have:

1. High School Diploma or possession of a GED Certificate.
2. Completion of a four-year apprentice program or equivalent with a degree or certification.
3. Experience in working as a locksmith and associated carpentry skills.
4. Working knowledge of key duplication and entry alarm systems
5. General knowledge of all associated construction trades.
6. Must have a working knowledge of all types of door hardware.
7. Ability to read blueprints.
8. Ability to lay out assigned job and order materials.
9. Valid Maryland Class C driver's license.
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.

**DUTIES AND RESPONSIBILITIES:**

1. Performs work required for the maintenance, repair, and improvement of buildings, equipment, and grounds.
2. Performs work of a skilled variety demanding a high degree of abilities in the locksmith trade.
3. Performs skilled door hardware repairs, refurbishments, and replacements.
4. Performs skilled carpentry, woodworking, and cement work.
5. Performs work on roofs.
6. Reads blueprints and performs layout for construction.
7. Assists in the correction of emergencies as they occur beyond the normal working hours.
8. Ensures that all activities conform to school system guidelines.

**OTHER DUTIES:**

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

**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. As emergency personnel, is a member of the snow removal crew.

**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.

**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](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 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.

**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://ocrcas.ed.gov> or call 1-800-421-3481.