



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: PAINTER

LOCATION: Department of School Facilities

JOB SUMMARY: The incumbent will lay out assigned jobs and order materials. The incumbent will be required to caulk, glaze, mix colors, paint, cut-in trim, stain, and finish wood surfaces, as well as refinish furniture. Additional responsibilities would include installation of glass, ability to finish drywall and ability to use a spray gun. This person must be able to work independently and with other tradesmen.

REPORTS TO: Director of School Facilities or current designee, 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:

1. A High School Diploma or possession of a General Education Development (GED) Certificate.
2. Ability to read blueprints.
3. Ability to lay out assigned jobs and order materials.
4. Knowledge of the painting trade.
5. Must be experienced with all variety of tools used in the paint trade.
6. Valid Maryland Class C Driver's License. The chosen candidate will be required to provide Calvert County Public Schools with a current copy of his/her Maryland driving license and driving record prior to the start of employment.
7. Ability to understand and communicate both verbally and in writing.
8. Ability to climb ladders and to work on a roof or at heights.
9. Ability to work in confined spaces.
10. This position requires a thoughtful mind and the ability to physically perform work.
11. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

1. Performs work required for the maintenance, repair, and improvement of buildings and equipment.
2. Ensures buildings are maintained in such a way as to ensure the health and safety of all occupants.
3. Performs work of a skilled variety demanding a high degree of manual skill in the trade of painting.
4. Performs skilled painting, glazing and glass replacement.
5. Performs drywall installations and finishing.
6. Performs skilled painting and caulking.
7. Reads blueprints and performs layout for construction.
8. Assists in the correction of emergencies as they occur beyond the normal working hours.
9. Ensures that all activities conform to school system guidelines and local building codes.
10. Thinks, concentrates, and interacts positively with others.
11. Comes to work regularly and promptly.
12. Works under stress and meets deadlines.

OTHER JOB DUTIES: (Duties listed are not intended to be all inclusive nor limit duties that might be reasonably assigned.) Performs related work as assigned by the Director of School Facilities or designee, Supervisor of Maintenance, including snow removal.

PHYSICAL DEMANDS: Work requires heavy physical effort at frequent intervals and includes lifting and carrying objects weighing 50 lbs. or more.

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

FLSA STATUS: Non-exempt.

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

EVALUATION: Performance will be evaluated 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 4:30 p.m.

Option 1: **Current Calvert County Public Schools support 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 “external” employment 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 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.

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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