
CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678



NOTICE OF VACANCY
(Date of Posting)

POSITION: PLANT ENGINEER – STATIONARY ENGINEER

JOB SUMMARY:

This is skilled work demanding manual and technical ability. Employee performs complex tasks in judging the required repair and maintenance of heating plants and other mechanical systems. Incumbent receives general direction from Director of School Facilities and is expected to exercise independent judgment in the field, and work is reviewed only for results obtained.

REPORTS TO: Director of School Facilities or designated supervisor.

KNOWLEDGE, ABILITY 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. High School Diploma or General Education Development (GED) program certificate.
2. Grade 1 – Maryland Stationary Engineer's license
3. Journeyman License or higher in associated field preferred.
4. HVA/C Master/Universal CFC will be given consideration.
5. Five years' experience in of heating, controls and other mechanical trades.
6. Acquired working knowledge of heating plants and other mechanical systems, including electrical components.
7. Valid Maryland Class C Driver's License. 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. Ability to exercise good judgment in performance of work and working safely.
9. Ability to analyze and trouble shoot mechanical problems and efficiently affect repairs.
10. Hands on knowledge of commercial heating and cooling equipment.
11. Ability to work alone with no immediate supervision.
12. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
13. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Performs work required for the repairs, maintenance, installation, and modernization of heating plants and other mechanical systems located at all school facilities.
2. Safely performs work of a skilled variety demanding a high degree of manual and technical skill; such as, organization, trouble shooting, selection of materials, and installation of equipment and/or parts in accordance with applicable mechanical and building codes.
3. Locates and determines heating and cooling equipment malfunctions using various testing and analysis equipment.
4. Reviews schematics, installation and maintenance manuals and other data to develop means and methods for problem solving.
5. Assesses the need and places orders for necessary materials to make repairs.
6. Ensures that all work is completed in compliance with all applicable safety standards and regulations.
7. Trains school personnel in the proper observation of heating and A/C equipment to verify proper operation.
8. Performs other duties as may be required.
9. Ability work diligently in a school environment and around children.
10. Ability to understand and communicate with both verbal and written skills.
11. Thinks, concentrates, and positively interacts with others.
12. Comes to work promptly every day.

OTHER DUTIES: (Duties listed are not intended to be all inclusive nor to limit duties that might be assigned) As directed by immediate supervisor, performs related work as required or assigned by the Director or designee. Ability to work with computers and have a working knowledge of building automation systems (BAS).

PHYSICAL DEMANDS: Requires considerable physical effort at frequent intervals, including the occasional lifting of 50 lbs. or more.

UNUSUAL DEMANDS: Subject to “call back” in emergencies, including for snow removal.

TERMS OF EMPLOYMENT: Twelve (12) month position and salary commensurate with qualifications and experience applied to the support staff salary schedule on Grade 24.

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

- 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:

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.

