



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(date)

POSITION: PLUMBER (Licensed)

LOCATION: School Facilities – Maintenance and Operations

JOB SUMMARY: The employee will provide skilled work in the trade of plumbing, performing complex tasks in judging the need for plumbing repair and the techniques and materials most appropriate for affecting these repairs. Employee also performs routine preventative maintenance tasks and minor repairs. Employee receives general direction from Director of School Facilities or designee, Supervisor of Maintenance, and is expected to exercise independent judgment in the field and complete work with minimal supervision.

REPORTS TO: Director of School Facilities or 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. High School Diploma or possession of a General Education Development (GED) Program Certificate.
2. Journeyman Plumber or Gas Fitter's License required, as defined by the Calvert County Plumbing Board; a Master License is preferred.
3. Certifications in backflow prevention and welding are preferred.
4. Ability to analyze a situation and to make frequent technical decisions.
5. Ability to research repairs and locate manufacturer and replacement parts via the internet.
6. Ability to use shop mathematics and to read drawings and specifications.
7. Ability to exercise good judgment in performance of work and safety.
8. Ability to sustain considerable physical effort at frequent intervals.
9. 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 or her Maryland driving record prior to the start of employment.
10. Such alternatives to the above qualifications as the Calvert County Public Schools (CCPS) may find appropriate and acceptable.
11. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

1. Performs work required for repair, maintenance, installation and modernization of plumbing systems for buildings, equipment and grounds.
2. Performs skilled work demanding a high degree of manual and technical skills; such as laying out own work including location of pipe and fixtures from drawings, selecting material required, cutting pipe to correct lengths, threading and bending pipes, assembling pipe, couplings and fixtures and tests the installation.
3. Troubleshoots existing systems and components to determine defects and malfunctions and takes necessary action to restore the functioning system.
4. Performs routine work, such as repair/replacement of pipes and fixtures, opens clogged drains and installs vents and traps.
5. Performs work on hot water system heaters, sanitary sewers, water mains, and other complex systems.
6. Repairs/replaces a variety of water and sewage pumps as well as other mechanical equipment and devices associated with plumbing.
7. Attends departmental meetings as requested by the Building Services Manager, Principal, and Supervisor of Operations.
8. Thinks, concentrates, and interacts positively with others.
9. Comes to work regularly and promptly.
10. Works under stress and meets deadlines.
11. Ensures all permitted work is per local plumbing code.

OTHER JOB 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 designee.

PHYSICAL DEMANDS: Requires moderate physical effort, including lifting and carrying objects weighing fifty (50) pounds or more.

UNUSUAL DEMANDS: May be subject to a flexible work schedule and must be available for emergency "call backs" and snow removal.

FLSA STATUS: Non-exempt.

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

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION: Immediate vacancy

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.

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 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
1305 Dares Beach Road
Prince Frederick, MD 20678
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocracas.ed.gov> or call 1-800-421-3481.

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.