
CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678



NOTICE OF VACANCY
(Date)

POSITION: ROOFER

JOB SUMMARY:

Performs routine preventative maintenance and repair of roofs on buildings owned or leased by the Calvert County Public Schools.

This is skilled work in the trade of roofing. Employee performs complex tasks in judging the need for roof repair and the techniques and materials most appropriate for effective repairs. Employee also performs routine preventative maintenance tasks and minor repairs. Incumbent receives general direction from Director of School Facilities, or his/her designee, and is expected to exercise independent judgment in the field.

REPORTS TO: Supervisor of Maintenance

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 experience.
3. Ability to climb ladders and work on roofs.
4. Knowledge of the entire roofing trade.
5. Must have a working knowledge of all types of residential and commercial roofs (flat, low slope, sloped, standing seam, etc.).
6. Experience in sheet metal wall and roof flashings.
7. Ability to read blueprints.
8. Ability to lay out assigned jobs and order materials.
9. 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.
10. Ability to understand and communicate with both verbal and written skills.
11. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

DUTIES AND RESPONSIBILITIES:

1. Performs repairs of roofs of varied composition.
2. Performs tasks related to preventative maintenance of roofing systems.
3. Demonstrates proficiency with joint caulking and appropriate applications.
4. Responds to complaints, such as leaking roofs and roof drains, and performs repairs or makes recommendation if contractor is needed.
5. Inspects roofs to recommend condition and needed repairs.
6. Uses hand and power tools.

OTHER DUTIES:

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

PHYSICAL DEMANDS: Work requires heavy physical lifting, sometimes fifty (50) pounds or more. Position requires heightened physical exertion at frequent intervals and working at various heights.

UNUSUAL DEMANDS: Subject to flexible work schedule and call back in emergencies.

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:

- 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

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees.

FLSA STATUS: Non-exempt.

EFFECTIVE DATE OF POSITION: [INSERT DATE HERE]

APPLICATION PROCEDURE:

Letter of application should be sent to:
Mr. Kevin Michael, Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

This position remains open until filled. Interviews may begin as early as [INSERT DATE HERE]. References must be directly related to work experience and must include current immediate supervisor. **Current Calvert County Public Schools support employees need only submit a letter of interest.**

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.

The Calvert County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information in matters affecting employment or the provision of services, programs or activities in compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act. Persons needing auxiliary aids and services for communication should telephone or write to Calvert County Public Schools at least one (1) week in advance of the date the special accommodation is needed.