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CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(Date)**



**POSITION:** WATER TREATMENT SPECIALIST 1

**LOCATION:** School Facilities - Maintenance and Operations

**POSITION SUMMARY:** Performs water treatment, sampling and testing at all school facilities. Work involves maintaining and operating water treatment equipment. Work requires completion of any additional training and required certification.

**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. Maryland Department of the Environment (MDE) Water Treatment – (2) Certification for water treatment preferred. A MDE Water Treatment – (1) Certification for water treatment may be accepted with the understanding that a MDE Water Treatment – (2) Certification will be required within 12 months.
3. Ability to:
  - Operate water treatment equipment
  - Maintain and repair equipment
  - Deal effectively with the public
  - Perform water tests
4. Knowledge of:
  - Principles and techniques of water treatment operation.
  - Methods and procedures of mechanical equipment maintenance and operation.
  - Tools, equipment, materials and safety precautions to perform required work.
5. Initiative and ingenuity to analyze a situation and to make frequent technical decisions.
6. Ability to sustain considerable physical effort at frequent intervals.
7. Ability to work in confined spaces.
8. Ability to climb ladders and work on roofs.
9. Must have a valid Maryland Class C Driver's License. The chosen candidate will be required to provide CCPS with a current copy of their Maryland driving license and driving record prior to the start of employment.
10. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable, including additional training and certification.
11. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

**DUTIES AND RESPONSIBILITIES:**

1. Checks drinking water on a daily basis.
2. Mixes liquid chlorine, changes 150 pound gas chlorine cylinders and adjusts chlorine dosages to obtain a desired residual.
3. Records chemical usage.
4. Maintains a log of all tests performed, equipment use and maintenance, and quality control and assessment.
5. Cleans and replaces chlorine lines and injectors.
6. Prepares reports from data to be submitted to the Maryland Department of the Environment.
7. Coordinates water safety program.
8. Documents and posts safety procedures.
9. Explains safety procedures to others.
10. Rebuilds small water pumps.
11. Oversees chlorine testing at designated schools.
12. Coordinates with outside agencies for required state and local water testing. Must remain current with all federal, state and local water monitoring requirements.

**OTHER DUTIES:**

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

**ESSENTIAL JOB FUNCTIONS:**

Position requires significant periods of standing and walking, and work requires heavy physical lifting at frequent intervals. Employees are required to think, concentrate and interact with others. Employees are expected to come to work regularly and promptly. Employees must be able to work under stress and meet all deadlines.

**UNUSUAL DEMANDS:** Subject to “call back” in the event of emergencies or snow removal.

**TERMS OF EMPLOYMENT:**

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

**EVALUATION:** Performance will be evaluated in accordance with policy as established by Calvert County Public Schools.

**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

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**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.