



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: **WORK ORDER TECHNICIAN**

LOCATION: **School Facilities Department – Central Office**

JOB SUMMARY:

Under supervision of the Director of School Facilities or designee, the Work Order Technician utilizes an electronic maintenance management program to receive, review, and prioritize all work order requests to optimize operational conditions in all school system buildings.

REPORTS TO: Director of School Facilities

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
2. Excellent written, verbal, and interpersonal skills.
3. General knowledge of construction and maintenance, and the related terminology, is essential.
4. Excellent computer skills, including word processing, spreadsheets, and data bases.
5. Demonstrated proficiency in organizational and general math skills.
6. Ability to produce an accurate work product.
7. Proven ability to work with a minimum of direct supervision and to carry a project to its completion.
8. Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings.
9. Demonstrated good judgment in making decisions, including handling telephone calls, composition of letters and memoranda.
10. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
11. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

1. Utilizes and maintains an electronic maintenance management program to track all inventory, supplies, labor and materials needed for performing repairs and projects.
2. Maintains a work order database to track pending and completed work order requests.
3. Maintains a work order satisfaction database and associated reports.
4. Receives, reviews, interprets, and prioritizes work order requests, and then distributes them to appropriate department personnel for action
5. Maintains electronic records of all work performed by department personnel including labor, time, materials, and travel time.
6. Maintains an electronic work order archive.
7. Prepares and distributes reports reflecting pending and completed work to each foreman and administrator for review and comment.
8. Works closely with school staff to ensure that records and files accurately reflect the department's work order files.
9. Receives and processes inquiries and calls regarding work order status.
10. Assists with the implementation of the computerized preventive maintenance program to include data entry, tracking, and follow-up.
11. Reviews, analyzes, and administers procurement of supplies required for repairs when needed.
12. Creates and manipulates graphics and summary reports utilizing the work order software.
13. Assist with training of school-based staff on the use of the computerized work order software.
14. Responds and assists during emergency situations including, but not limited to, inclement weather assignments, vandalism, and emergency repairs.
15. Monitors and coordinates CCPS recycling and trash removal.
16. Thinks, concentrates, and interacts positively with others.
17. Comes to work regularly and promptly.
18. Works under stress and meets deadlines.

OTHER 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

LICENSES OR CERTIFICATES: None

PHYSICAL DEMANDS:
Position is essentially sedentary.

UNUSUAL DEMANDS: Must be available to respond to emergencies, including after-hour emergencies.

TERMS OF EMPLOYMENT:
Twelve (12) month, eight (8) hour per day position. Salary commensurate with the salary schedule for educational support employees. If chosen for this position, the candidate must enroll in direct deposit.

FLSA STATUS: Non-exempt.

EVALUATION:
Performance will be evaluated in accordance with the policy on evaluation as 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.
- 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 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

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.