

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Number Title:** General Maintenance, CAT II  
**Pay Schedule:** AFSCME-Plant Maintenance Scale  
**FLSA Status:** Non-Exempt  
**Reports to:** Supervisor of Facility Maintenance

## **JOB SUMMARY**

To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times

## **ESSENTIAL JOB FUNCTIONS**

- Assists in the performance and completion of one or more of the following trades tasks: Carpentry, painting, roofing, masonry, mechanical, electrical and/or in general maintenance.
- Performs all types of grounds keeping duties.
- Operates a dump truck for various hauling tasks (i.e. stone, mulch, topsoil, fill, debris, etc.)
- Performs all duties peculiar to and normally required in the trades following recognized procedures and techniques for such work.
- Maintains a safe operating environment.
- Climbs and works at heights in excess of forty feet.
- Assists in snow removal and operation of snow removal equipment.

## **MINIMUM REQUIREMENTS**

- Minimum of two (2) years work experience in one or more of the following skilled trades carpentry, painting, roofing, masonry, mechanical, electrical, and/or general maintenance (required.) An apprenticeship or vocational training will be considered.
- General knowledge of tools and materials used in the various trades.
- General knowledge of farm tractors and mowing equipment.
- Ability to communicate orally and in writing.
- High School diploma or equivalence.
- Valid Class "C" drivers license.
- Furnish own tools. (Special tools furnished by Board of Education).
- Ability to work in all weather conditions.

## **PHYSICAL DEMANDS**

Heavy Work: Exerting forceful, but not constant, physical effort to perform heavy work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 50 pounds frequently and occasionally up to 100 pounds, with assistance), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

## **WORKING CONDITIONS**

Employees in this position work in an environment where errors on their part can lead to significant physical or mental consequences for them or others.

## **BENEFITS**

- Leave – Sick and Personal (all employees); Vacation (12-month employees)
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Licensure and/or Certification stipend, if applicable
- Overtime eligible in excess of 40 hours
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary – [Plant Maintenance Salary Scale](#)

*Carroll County Public Schools has the right to revise this position description at any time and ensuing acknowledgement of understanding does not represent in any way a contract of employment.*

### **NOTICE OF NON-DISCRIMINATION**

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

