

## Openings as of 6/3/2019

### ***Grounds Worker III - Concrete***

**JobID: 7381**

**Position Type:**

SUPPORT - FACILITIES POSITIONS/GROUNDS WORKER III -  
CONCRETE (J4320)

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**Date Posted:**

5/30/2019

**Location:**

COCKEYSVILLE GRD FAC (089301)

**Closing Date:**

Open Until Filled

## **BALTIMORE COUNTY PUBLIC SCHOOLS**

**JOB TITLE: Grounds Worker III**

**REPORTS TO:** Foreman, Grounds Concrete

**DEFINITION:**

Performs a wide variety of duties relative to the construction, installation, and repair, of concrete structures and paving and repair of masonry structures. Performs other duties as assigned.

**ESSENTIAL DUTIES:**

- Directs and instructs concrete personnel in the proper use and care of assigned trucks, tools and equipment as needed. Assures quality of work agrees with established standards. Assures compliance with safety rules and regulations.
- Sets up and operates a variety of automotive and construction equipment, tools and construction materials.
- Excavates; breaks out and removes existing concrete; hauls material and debris; grades; prepares sub-grade and base for concrete; sets forms and reinforces steel; places and finishes concrete; sets posts, goals, and play equipment in concrete footings, constructs and maintenance barriers.
- Mixes concrete and/or mortar and repairs masonry structures.
- Operates equipment such as tractors, front-end loaders, backhoes, concrete saws, paving breakers, , etc.

- Performs duties related to fencing footer installation, mow table, player benches/pads and grounds maintenance and construction work.
- Participates in snow removal program and other emergency events to include weekends and holidays.
- Estimates time and materials required for projects. Orders and plans for the delivery of materials. Keeps records and prepares reports.
- Performs other duties as assigned.

**OTHER DUTIES:**

- May assist other departments within Baltimore County Public Schools such as Maintenance and Operations, Transportation, Warehouse, Food Warehouse, etc.
- Lifts, carries, and moves furniture and equipment. Sets up school grounds and facilities for special events. May be required to assist in other grounds areas and perform other duties as assigned.

**MINIMUM QUALIFICATIONS:****Education, Training and Experience**

High school diploma or equivalent. A minimum of two years' experience in concrete work. BCPS grounds experience preferred.

**Licenses and Certificates:**

- Maryland commercial Class A driver's license or equivalent.
- Possession of a valid Federal Motor Carrier Medical Certification (DOT Physical Card) is required at time of hire.

*Required licenses and certifications must be maintained throughout employment in this position.*

**Knowledge, Skills, and Abilities:**

- Knowledge of the principles and practices of grounds concrete. Knowledge of tools and equipment required to perform the duties of the position. Ability to maintain a class A type CDL driver's license
- Skill in concrete work, fence work, blacktop paving, construction of ball diamonds, sod placement, and tree removal. Skill in the use of tractors, front-end loaders, backhoes, concrete saws, rollers, paving breakers, chippers and related construction equipment.
- Ability to make arithmetic calculations and comprehend simple layout sketches and operating instructions. Ability to use good judgment and the ability to comprehend and comply with standard operating procedures. Ability to instruct others in the use of tools and equipment. Ability to establish and maintain effective working relationships. Ability to maintain confidential information.
- Other combinations of applicable education, training and experience, which provide the knowledge, abilities, and

skills necessary to perform effectively in the position may be considered.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

The work of this class entails considerable physical effort at frequent intervals and the performance of heavy physical labor. Work requires frequent walking, standing, crawling, climbing, kneeling, and lifting and carrying of moderate to heavy objects. Duties require travel to sites throughout the county and the operation of vehicles, tools, and equipment. Work is performed in an outside environment and includes exposure to adverse weather conditions for extended periods of time. Requires periods of close concentration while operating dump trucks, tractors, front-end loaders, chainsaws, paving breakers, concrete saws, chippers, line striping machines, snow removal equipment.

**CONDITIONS OF EMPLOYMENT:**

- Persons appointed to this classification are designated as ***Essential Personnel*** and are required to work when schools and/or offices are closed during adverse weather conditions or any other emergency. Employees may be required to work beyond their normally scheduled hours with little or no advanced notice.
- Requires independent travel to worksites throughout Baltimore County, including inclement weather days or other emergency situations when schools and/or offices are closed, weekends and holidays.
- Persons appointed to this class are required to maintain a valid commercial class A Maryland driver's license (or appropriate equivalent). (The class A license may require endorsements and/or the absence of certain restrictions.) Employees who do not maintain the required license will be terminated.
- Persons appointed to this class must be physically qualified to operate a commercial motor vehicle in accordance with Federal Motor Carrier Safety Administration regulations and must remain physically qualified to operate such vehicles throughout their employment. Persons holding a commercial driver's license (CDL) are subject to alcohol and drug testing in accordance with applicable state and federal regulations and Board of Education policy.

**FLSA:** Non-exempt

**Eligible for the Baltimore County Employees' Retirement System.**

**Citizenship, residency or work VISA in United States required**

**GRADE:** 05 on the AFSCME Pay Scale (\$15.00 to \$21.34)

### **NON-DISCRIMINATION STATEMENT**

The Board of Education of Baltimore County does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, or veteran status in matters affecting employment or in providing access to educational programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the Board's nondiscrimination policies should be directed to: EEO Officer, Office of Equal Employment Opportunity, Baltimore County Public Schools, 6901 Charles Street, Building B, Towson, Maryland 21204 (443-809-8937). There is a compliance officer responsible for identifying, preventing, and remedying prohibited harassment concerning students. Complaints of harassment should be directed to the executive director, Department of School Safety and Security, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220 (443-809-4360).

### **Application Instructions**

**Please read and carefully follow the instructions provided below.**

- Applicants are required to have a completed application on file for employment with the Baltimore County Public Schools.
- Professional references must be submitted to complete your application. Examples of professional references include current and former principals, supervisors, managers, mentor teachers and university/college supervisors. **Personal references from colleagues, friends, community members, etc. will not be accepted.**
- Be sure to account for all periods of employment and unemployment, including student teaching and internship experience, and include names, addresses, and telephone numbers of employers.
- Be sure to answer all criminal background questions. If you answer "yes" to any of the criminal background questions you must provide a written explanation. A criminal offense does not necessarily exclude an applicant from employment with BCPS. Factors such as passage of time since the offense, the nature of the violation, and the extent of rehabilitation will be taken into consideration.

### **Pre-Employment Requirements:**

- All persons employed by the Baltimore County Public Schools, regular and temporary, are required to be fingerprinted and have a criminal background investigation

(State of Maryland, Senate Bill 315, effective October 1, 1986) completed. The fee charged for fingerprinting is \$81.00.

- An identification card will be issued which must be shown prior to employment.
- Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the US.
- If you have military experience you will be asked to provide a copy of DD214.
- Official transcripts for all higher education must be received prior to contract signing.
- Some positions will require employees to undergo a physical examination and/or drug testing.
- All newly hired personnel **must** attend a **Benefits** session.
- Additional job verification will be required for salary credit.

**Contact Information**

Chekesha Smith, HR Analyst  
6901 Charles Street, E Building  
Towson, Maryland 21204

**Phone:** 443-809-7872

**Fax:** 410-887-7876

**Email:** csmith42@bcps.org

FMLA regulations require all employers to post the [updated FMLA notice](#).

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