

Maryland Department of Public Safety & Correctional Services  
**Human Resources Services Division**

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Governor

ANTHONY G. BROWN  
Lt. Governor



GARY D. MAYNARD  
Secretary

KATHLEEN B. SPENCER  
Acting Executive Director

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***Recruitment & Examination Announcement***

**PLEASE NOTE:** This is a Position Specific Recruitment for the Maryland Department of Public Safety and Correctional Services. The resulting eligible list will be used to fill current and future statewide vacancies for this position/function as they occur in DPSCS. If you are interested in being considered for current or future vacancies for this classification, you should apply at this time. Applicants certified to this list will remain eligible for a period of one year.

**Recruitment For:**        **Correctional Maintenance Officer Manager (09-4079-001)**  
*(List both the title and announcement number on your application.)*

**Salary:**                    **\$45,399 - \$72,857 Grade 18** (Salary reductions may apply per Executive Order 01.01.2009.11 – State Employees Furlough and Temporary Salary Reduction Plan)

**Location:**                The existing vacancy is at the Metropolitan Transition Center in downtown Baltimore

**Closing Date:**            **November 23, 2009**

**Position Duties:**        This is the managerial level of maintenance work in a correctional facility which involves the security, custody and supervision of adult inmates who perform maintenance work. Employees in this class directly supervise Correctional Maintenance Officer Supervisors, and through them indirectly supervise Correctional Maintenance Officers. Work is performed in a correctional facility and employees are exposed to inmates who may be abusive and hostile.

**Minimum Qualifications:**

**Education:** High School diploma or G.E.D. certificate accepted by the Maryland State Board of Education as described in the Correctional Training Commission regulation.

**Experience:** Two years of experience involving the supervision of employees engaged in stationary engineering, maintenance or construction trades.

**Note:** The above educational requirement is set by the Correctional Training Commission in accordance with Correctional Services Article 41, Section 8-209.

## **LICENSES, REGISTRATIONS AND CERTIFICATES:**

1. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.
2. Some positions in this classification may require the operation of large vans for transportation of inmates or supplies. Employees assigned to such duties will be required to acquire a Class C Maryland driver's license.
3. Some positions in this classification may require the operation, maintenance and cleaning of high-pressure boilers and equipment. Employees assigned such duties will be required to possess valid Maryland First Grade stationary Engineer license.
4. Employees who have not already done so must complete and successfully pass the Entrance Level Correctional Training Course required for the MD Training Commission certificate during the probationary period.

### **Special Requirement:**

1. Selection standards for correctional officer certification are established by the Correctional Training Commission in accordance with Article 41, Section 4-301 of the Annotated Code. They include the following:
  - U.S. Citizenship or Resident Alien status
  - Must be at least 21 years of age
  - A completed background investigation
  - Oral interview
  - Physical examination & Psychological Evaluation
2. Employees are subject to call 24 hours a day and will be required to provide the employing agency with a telephone number at their place of residence.
3. Persons appointed to this position are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

### **Selection Process:**

The examination may consist of a rating of your education, training, and experience related to the requirements of the job. If you do not receive a request for supplemental information, the rating may be based on your application. It is important that you provide complete and accurate information on your application. Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. The list will be valid for at least one year and may be extended. The list will be used by the hiring agency to select employees.

### **Mail State Application (MS100 form) to:**

MD Department of Public Safety & Correctional Services  
Recruitment & Examination Unit  
6776 Reisterstown Road Suite 309  
Baltimore, MD 21215

Application forms (MS100) may be obtained from the personnel office at any Department of Public Safety & Correctional Services facility, by calling (410)585-3060 or downloaded from [www.dbm.maryland.gov](http://www.dbm.maryland.gov).

Project # 09-4079-001(DAJ)  
Posted: November 2009

Equal Opportunity/ADA Employer