



STATE OF MARYLAND  
MILITARY DEPARTMENT  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201-2288

**RE-POSTING: Previous applicants (July 2009) do not need to re-apply.**

***This is a position-specific recruitment to fill one vacancy with the Military Department. The resulting eligible list will be used to fill this position/function only. Persons interested in future vacancies in this classification will need to re-apply at that time.***

**RECRUITMENT FOR: Building Services Worker (4556)**  
**LOCATION: State Military Reservation, Havre de Grace, Maryland**  
**SALARY: \$21,188 - \$32,655 as of 7/1/09 (Grade 5)**  
**CLOSING DATE: *Must be RECEIVED IN OUR OFFICE No Later Than Friday, August 28, 2009***

**POSITION DUTIES:** A Building Services Worker is the full performance level of work in the maintenance, housekeeping and general servicing of State buildings. Employees in this classification do not supervise. Employees receive general supervision from a supervisory position in the employee's area of assignment. Employees in this classification may be assigned to day, evening, night or rotating shifts which may include weekends and holidays. Employees may be subject to call-in on a 24-hour basis. The work may be performed in extremes of heat and cold. Employees may be exposed to noisy, dirty and uncomfortable conditions. The work may require the use of protective equipment such as gloves and masks when handling infectious material, masks and respirators when working around asbestos, goggles when operating machinery and power tools, back braces when moving furniture and safety shoes and gloves when performing maintenance duties. The work may require working in confined spaces and at various heights and moving heavy objects.

This particular position performs basic custodial duties in 11 buildings on the State Military Reservation, Havre de Grace, MD.

**MINIMUM QUALIFICATIONS:**

**Education:** None.

**Experience:** Six months of experience in building maintenance, cleaning and servicing.

**LICENSES, REGISTRATIONS AND CERTIFICATES:**

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.

**SPECIAL REQUIREMENTS OF THE CLASSIFICATION:**

Employees in this classification may be subject to call-in 24 hours a day and may be required to provide the employer with a telephone number where they can be reached.

**SELECTION PROCESS:** Applicants who meet the minimum and selective qualifications will be evaluated on the materials submitted in relation to the above specific position requirements. The examination will evaluate the candidate's knowledge, skills, and abilities as they relate to the duties of this job classification. Therefore, it is essential that you provide complete and accurate information on your application.

**TO APPLY:** Complete Maryland State Form MS-100 (Application for State Employment) noting position title on the top of the form. Copies of documents attesting to qualifications must be attached to the application. Applications may be obtained by calling or visiting the Military Department's State Personnel Office at (410) 234-3838, Fifth Regiment Armory, Room B10, Baltimore, Maryland 21201-2288; visiting the State's website at [www.dbm.maryland.gov](http://www.dbm.maryland.gov); visiting the recruitment kiosk at 300 West Preston Street, Baltimore, Maryland 21201; or calling 410-767-4850 or toll free 1-800-705-3493. Photocopies are acceptable provided there is an original signature and copies are on standard paper (8½ x 11). Resumes and facsimiles will not be considered.

**COMPLETED APPLICATIONS *Must be RECEIVED IN OUR OFFICE No Later Than Friday, August 28, 2009.* SEND APPLICATIONS TO:**

State Personnel Office  
Maryland Military Department  
Fifth Regiment Armory, Room B10  
Baltimore, Maryland 21201-2288

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An Equal Opportunity/ADA Employer