



Maryland Department of General Services

Recruitment For: Stationary Engineer, State Office Complex

Salary Upon Hire: \$43,750 annual (Grade 11 – Step 17)

Location: A current full time vacancy exists in Baltimore, at the State Office Complex. Individuals interested in full time or part time employment are encouraged to apply.

**POSITION DUTIES:** Operates main power plant and auxiliary mechanical rooms in a State Office complex to insure proper quality temperature control of buildings requiring repairing and adjusting of various heating and air conditioning equipment. **This is an emergency essential position, which means employees must report to work in weather and other emergencies. Applicants and employees are subject to substance abuse testing in accordance with State regulations.**

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or possession of a State high school equivalence certificate.

**Experience:** Three years of full-time experience, or its equivalent, as a Stationary Engineer in a power plant with central station air conditioning equipment with a minimum of 250 tons and boiler equipment with a minimum of 150 HP.

- NOTES:**
1. Applicants may substitute additional experience up to four years as licensed first-grade engineer operating high pressure boilers with rated boiler horsepower of not less than 150 and central station air conditioning equipment of not less than 250 tons, on a year for year basis for the required high school education.
  2. Applicants must be currently licensed as a first-grade Stationary Engineer in Maryland and **must** list the license number and date on the application.

**SPECIAL REQUIREMENTS OF THE CLASSIFICATION:**

Some positions in this classification are assigned duties which will require the individual to be examined by a physician. After an offer of employment, applicants for such positions will be given a medical examination to certify the ability to perform the essential job functions.

**RETURN COMPLETED APPLICATION TO:** Department of General Services, Personnel Division, 301 West Preston Street, Room 1211, Baltimore, Maryland 21201.

**TO APPLY:** Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS-100). Please send your application to the address listed above. Sending the application to a different address could result in not being considered.

**APPLICATIONS:** Applications may be obtained by visiting our website at: [www.dbm.maryland.gov](http://www.dbm.maryland.gov); by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street Baltimore, Maryland 21201; or by calling 410-767-4850, toll-free: 800-705-3493; TTY users call Maryland Relay Service, 800-735-2258.

**QUALIFICATIONS:** You must possess the minimum (and selective, if applicable) qualifications to be considered for this position. If you are scheduled to complete an educational or licensing requirement within six months of the assessment, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of the assessment. However, such candidates will not appear on eligibility lists until documentation has been received that the educational and experience requirements have been met. Credit may be given for relevant part-time, temporary, or volunteer experience, if you list the number of hours worked per week. All information used to determine your qualifications must be submitted by the closing date. Therefore, be sure that you accurately and thoroughly complete the application.

**SELECTION PROCESS AND ASSESSMENT:** Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

The assessment may consist of a rating of your education, training and experience related to the requirements of this job. If you do not receive a request for supplemental information, the rating will be based on your application. Report all experience and/or education that is related to this job.

*Equal Opportunity Employer*

#### **BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES:**

- ✓ Medical/Health Insurance Plans:
  - PPO Plans
    - CareFirst Blue Cross/Blue Shield PPO
    - United Healthcare PPO
  - POS Plans
    - CareFirst Blue Cross/Blue Shield MPOS
    - Aetna Choice POSII
    - United Healthcare Choice Plus POS
  - EPO Plans
    - CareFirst Blue Cross/Blue Shield EPO
    - Aetna Select EPO
    - United Healthcare Select EPO
- ✓ Prescription Plan
- ✓ Dental Plans:
  - United Concordia DPPO
  - United Concordia DHMO
  - Dental Benefit Providers DHMO
- ✓ Term Life Insurance Plan
- ✓ Personal Accidental Death and Dismemberment Plan
- ✓ Long Term Care Plan
- ✓ Each medical plan includes vision coverage
- ✓ Flexible Spending Accounts:
  - Health Care Spending Accounts
  - Daycare Spending Accounts
- ✓ State Retirement and Pension System

- Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
  - 403(b)
  - 401(k)
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- ✓ SECU Credit Union
  - ✓ Direct Deposit
  - ✓ Savings Bonds
  - ✓ Maryland Prepaid College Savings Plans
  - ✓ Paid Holidays: 11-12 per year
  - ✓ Annual Leave
    - Up to five years of experience, 10 days earned per year
    - Five to 10 years of experience, 15 days earned per year
    - 10-20 years of experience, 20 days earned per year
    - 20+ years of experience, 25 earned per year
    - Employees may carry over up to 10 weeks of annual leave per year
  - ✓ Personal Leave: Six days per year
  - ✓ Sick Leave: 15 days per year, unlimited accrument
  - ✓ Compensatory Leave
  - ✓ Military Leave
  - ✓ Leave Bank and Employee-to-Employee Leave Donations
  - ✓ Employee Assistance Program

\* Please note that the benefit information provided pertains to full-time, permanent employees. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.