



**Human Resources Office**

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

**VACANCY ANNOUNCEMENT**

**April 26, 2024**

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

**CUSTODIAL SERVICES COORDINATOR  
FACILITIES DEPARTMENT**

**POSITION SUMMARY:**

To be responsible for assigning, directing, training, scheduling, assisting, evaluating, and supervising of custodial staff in areas of assignment.

**DUTIES AND RESPONSIBILITIES INCLUDE**

- Supervises custodial services within schools and/or offices for an assigned geographic area.
- Assigns, reviews, and coordinates the work and work schedules of school-based custodial staff and others.
- Collaborates with other departments and supervisors as needed to assist in the planning and scheduling of work assignments.
- Organizes, schedules, and coordinates all facets of the custodial program for an assigned geographic area.
- Maintains working knowledge of the boiler(s), heating, ventilation and air conditioning system(s) (HVAC).
- Performs field inspections of school and office sites in order to monitor safety, sanitary, and security standards. Ensures that work is performed in accordance with established standards, procedures, and schedules.
- Serves as a liaison between facilities management, schools and building administrators.
- Deploys custodial employees after regular business hours as required.
- Trains and supervises the training of new and current employees in cleaning methods, the use of materials, supplies, tools, and equipment, and preventive maintenance procedures for mechanical equipment and other building systems per the HCPS Comprehensive Maintenance Plan.
- Provides leadership and oversight in assigned areas and assists with the completion of custodial related tasks as needed.
- Collaborates with building administrators to jointly evaluate custodial employee work performance.
- Implements all custodial personnel policies; makes recommendations regarding personnel issues in collaboration with the building administration.
- Responds, directs the work, and assists during emergency situations including, but not limited to, inclement weather assignments, vandalism, and emergency repairs. Emergency situations may require work beyond normally scheduled hours with little to no advanced notice.
- Persons appointed to this position 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.
- Persons appointed to this position will work a flexible schedule covering both first and second shift work hours. The work schedule will be determined based on the needs of the assigned geographic area.
- Performs other work-related duties as assigned.

**SALARY**

Salary range based on the FY 2023-2024 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.  
Grade A - \$76,102  
May increase with additional education and experience

**REQUIREMENTS**

- Possession of a high school diploma or GED
- Five years of successful supervisory experience in custodial services, building maintenance, or a related field.
- Must hold and have maintained a Fourth Grade Stationary Engineer's License issued by the Maryland State Board of Stationary Engineers.
- Thorough knowledge of and skilled in the use of tools, materials, equipment, and techniques associated with the trade.

- Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including lifting materials weighing up to 50 pounds and the ability to climb ladders in excess of 15 feet. Various lifts, tools and mechanical means of assistance should be employed for lifting heavier supplies, equipment and material.
- Strong written and verbal communication skills; excellent interpersonal skills.
- Must possess strong organizational skills in areas including record-keeping, stock/inventory control, and the procurement of parts and materials necessary to complete repairs, scheduling, and follow-up to ensure repairs are complete.
- Required to attend pesticide application training with HCPS facilities and maintain a pesticide certification applicator card.
- Possess a basic understanding of and experience in the utilization of computers and software.
- Hold a valid driver's license.
- Hold and maintain any special licenses required of the position.

**HOW TO APPLY**

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

**DEADLINE**

Online applications will be accepted for this vacancy until the position is successfully filled. **Candidates who apply by Friday, May 10, 2024, will receive immediate consideration.**

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 375-0408 or [Kenneth.Miller@hcps.org](mailto:Kenneth.Miller@hcps.org); Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 S. Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**