



AN EQUAL OPPORTUNITY EMPLOYER

Harford County Public Schools

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone 410-588-5238

PERSONNEL VACANCY

PLEASE POST CHIEF CUSTODIAN I

(Anticipated Start Date August 2009)

LOCATION:

Magnolia Elementary School

**POSITION
SUMMARY:**

To organize, schedule and coordinate all facets of the custodial program within limitations established by the Facilities Management Department; and as a licensed fourth grade stationary engineer, to operate and maintain boilers, all auxiliary equipment, a chiller with a minimum 90 ton capacity at a facility having more than 54,000 square feet but less than 90,000 square feet and a custodial staff of 3.5-4.5 employees.

**ESSENTIAL
FUNCTIONS
INCLUDE:**

These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- ▶ Operates or directs the operation of gas and/or oil-fueled boilers.
- ▶ Makes periodic visual safety inspections of the boiler, air conditioning and auxiliary equipment.
- ▶ Operates a program of preventative maintenance and cleaning of furnaces, boilers, air conditioning and auxiliary equipment.
- ▶ Keeps fuel consumption records and prepares operating efficiency reports if required.
- ▶ Orders fuel as required.
- ▶ Organizes, schedules, and coordinates all facets of the custodial program within the limitations established by the Facilities Management Department.
- ▶ Requisitions equipment, tools, parts, and supplies.
- ▶ Recommends to the building administrator the dismissal of employees whose work is substandard.
- ▶ Advises employees of policies, procedures, and/or directives affecting their employment.
- ▶ Advises supervisor concerning unexpected or unusual work problems.
- ▶ Inspects area to assure maintenance of safety, sanitary, and security standards.
- ▶ Assures maintenance of fire extinguisher and other fire fighting equipment.
- ▶ Submits accident reports.
- ▶ Protects property from pilferage, misuse or vandalism.
- ▶ Performs security checks as required.
- ▶ Inspects work performed by outside contractors and prepares reports on his or her findings.
- ▶ Adjusts, maintains, and makes minor repairs to refrigeration and cooling equipment and other electrical and/or electro-mechanical control devices.
- ▶ Supervises after-school activities.
- ▶ Assists in cleaning the building.
- ▶ Assigns, directs and does follow-up on the work performed by custodial employees.
- ▶ Coordinates snow removal efforts to assure re-opening of building as quickly as possible.
- ▶ Responds and assists during situations including but not limited to inclement weather assignments, vandalism, and emergency repairs.
- ▶ Performs other work-related duties as assigned

SALARY:

Grade 4 of the American Federation of State, County and Municipal Employees (AFSCME) 12-Month Employee Salary Schedule (\$29,136)*

*Salary stated reflects the 2008-2009 12-Month AFSCME Support Salary Schedule.

- REQUIREMENTS:**
- High school diploma or GED
 - Two years of experience in a custodial, mechanical trade or related area.
 - Must hold and maintain a fourth grade stationary engineer's license
 - Able to read and prepare requisitions and labels and is accountable for the ordering, receipt, storage and security of all supplies and equipment used by the custodial staff.
 - Must be physically able to perform the essential functions, with or without reasonable accommodations, including handling wet and dry mop heads, buckets of material weighing up to 70 pounds and the ability to climb ladders in excess of fifteen feet as well as erect scaffolding, work from a man lift or boom equipment, and use back mounted equipment.
 - Must be able to give and explain directions in a clear and precise manner and supervise others utilizing good human relation skills.
- DEADLINE:** Applications must be returned to the Human Resources Office no later than Monday, July 6, 2009. A resume will not be accepted in lieu of an application.
- APPLICATIONS:** Applications are available on-line at www.hcps.org or may be obtained at any Harford County Public Schools location or the Human Resources Office.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.

June 19, 2009