



AN EQUAL OPPORTUNITY EMPLOYER

Harford County Public Schools

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

PLEASE POST

PERSONNEL VACANCY

CUSTODIAN II, SECOND SHIFT

LOCATION:

Forest Lakes Elementary School (2:00 pm-10:30 pm)

**POSITION
SUMMARY:**

Performs custodial work required for the routine cleaning and upkeep of buildings and grounds plus equipment and to be responsible for the direction and follow-up of custodial personnel in the performance of their work

**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.

- ▶ Performs all custodial functions required to maintain good housekeeping including sweeping, scrubbing, waxing, polishing, deodorizing, and collecting and removing trash
- ▶ Assigns, directs, and does follow-up on the work of custodial employees
- ▶ Inspects work of personnel assigned and directs corrective measures to secure satisfactory performance to meet established standards
- ▶ Conducts inventory, requisitions supplies and equipment, and is responsible for the security of them
- ▶ Instructs employees in the methods and use of materials and equipment as required for the performance of their work and maintains established standards
- ▶ Understands and performs basic boiler and rooftop unit maintenance and operation
- ▶ Performs other work-related duties as assigned

SALARY:

Grade 3 of the American Federation of State, County and Municipal Employees (AFSCME) 12-Month Employee Salary Schedule (\$28,267)

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

REQUIREMENTS:

- ▶ High school diploma or GED
- ▶ Two years experience in a custodial, mechanical trade, or related area
- ▶ Able to read labels and follow written and verbal directions plus taking of inventory and completing associated paperwork
- ▶ Physically able to perform the essential functions of the everyday responsibilities, with or without reasonable accommodations, including handling of mops, buckets of material weighing up to 70 pounds and the ability to climb ladders in excess of 15 feet as well as erect scaffolding, plus utilization of back mounted vacuums

DEADLINE:

Applications must be returned to the Human Resources Office no later than Monday, July 13, 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 26, 2009