



AN EQUAL OPPORTUNITY EMPLOYER

PLEASE POST

Harford County Public Schools

Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone 410-588-5226

www.hcps.org

ASSISTANT SUPERVISOR OF FACILITIES MANAGEMENT MAINTENANCE/OPERATIONS (RE-ADVERTISEMENT)

Responsible for all aspects of the maintenance, care, and upkeep of all buildings in the school system including the development, implementation, and monitoring of all programs related to maintenance and operation. Utilizes best practices, methods, and ideas in order to ensure that all HCPS buildings remain safe, comfortable, and in optimum, efficient operating condition.

DUTIES AND RESPONSIBILITIES INCLUDE:

These items 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.

- Investigates and determines areas of maintenance and operation to be performed regarding all aspects of HCPS buildings.
- Determines quantities and authorizes procurement of supplies and materials for operation functions; monitors budgets in a variety of categories.
- Supervises and develops work programs and assists Plant Chiefs and Crew Chiefs in assigning work to technicians.
- Assists principals in developing training programs for facilities and custodial personnel to maintain buildings at an optimal level.
- Provides project management and supervision to a wide variety of maintenance tasks and operations, to include the building interior and exterior.
- Evaluates and tests various facilities and operations supplies and procedures.
- Prepares bid documents, contract documents, and requisitions; works closely with the Purchasing Department regarding the purchase of supplies, materials, equipment, and contracted services.
- Interviews and assists with the selection and evaluation of technical/craft personnel.
- Performs employee evaluations and recommends disciplinary procedures.
- Works with the Executive Director of Facilities Management to implement policies and procedures; to be involved in all aspects of the Facilities Management Department.
- Develops cost estimates for materials and the labor needed to accomplish individual projects.
- Assists in the identification and prioritization of emergency repairs and expedites emergency repairs associated with all HCPS buildings.
- Reviews requests and provides input in establishing priorities for all repair projects.
- Receives requests for work, processes same, inputs data into computer program, disseminates work orders, and closes out work orders by entry of completed data into a computer program.
- Provides advice and information to the Executive Director of Facilities Management regarding all aspects of the department as it relates to the areas of responsibility.
- Communicates with professional and technical personnel such as architects and engineers.
- Assists in the scheduling and planning of necessary repairs associated with all HCPS buildings.
- Interacts with all levels of administration, custodial, and other employees within the system.
- Performs all phases of Facilities Management contract administration for capital projects.

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- Provides leadership and staff development for department staff.
- Performs other work-related duties as assigned

SALARY: This is a twelve-month position with 15 days of annual leave. Salary based on the AHCATSP Salary Schedule is \$89,610.

REQUIREMENTS:
(Updated)

- Bachelor's degree from an accredited college or university.
- Minimum of five years of experience and/or training in a maintenance related field and successful leadership experience in facilities management and maintenance.
- Possess a thorough working knowledge of computer systems, maintenance of computer databases, and computer programming.
- Possess strong organizational, interpersonal, and oral/written communication skills.
- Possess sound inventory and record-keeping skills.
- Experience coordinating, scheduling, and planning the work of others.
- Able to read and interpret drawings and schematics associated with all aspects of maintenance.
- Experience in utilizing computers as a record-keeping tool; able to generate reports and data to reflect progress.
- Possess a thorough knowledge of the tools, materials, equipment, and techniques associated with all aspects of maintenance.
- Ability to climb stairs, scaffolds and ladders of various heights to perform routine inspections and take measurements.
- Ability to traverse various types of terrain while carrying up to twenty pounds of equipment.
- Able and willing to obtain any licensing and certification related to the specific areas of responsibility.

APPLICATION: Individuals meeting the employment qualifications for the position and desiring to be a candidate may obtain an application from our web site, www.hcps.org, any of the Harford County Public Schools, or from the Human Resources Office at 102 S. Hickory Avenue, Bel Air, Maryland 21014. A resume will not be accepted in lieu of an application.

DEADLINE: Applications must be received in the Human Resources Office no later than 4:00 p.m. on Wednesday, August 11, 2010.

July 20, 2010

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 at 410-588-5203.

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