



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

April 15, 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.

CREW CHIEF III – HEATING, VENTILATION, AND AIR CONDITIONING Central Office – Facilities July 1st Vacancy

To be responsible for assigning, directing, assisting, and evaluating the work and staff in the area of assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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.









- Directs and assigns work to assigned staff.
- Enforces all departmental policies and handles associated personnel issues.
- Assigns work orders to personnel, prepares specifications and requisitions, and orders materials.
- Maintains work records and historical data, and performs necessary clerical duties associated with the position.
- Performs the duties of the trade and gives directions and demonstrations following recognized procedures and techniques associated with the trade.
- Stays informed on the latest developments of the trade, provides a safe working environment, responds and directs the work of others in emergency situations.
- Provides leadership and assists in the performance of assigned tasks.
- Assists the Plant Chief with the preparation of specifications and performs inspections related to renovations and new building construction.
- Assists with record-keeping, tracking, and follow-up associated with warranties that apply to equipment, materials, and supplies.
- Responds and assists during emergency situations including, but not limited to, inclement weather assignments, vandalism, and emergency repairs.
- Performs other work-related duties as assigned.

SALARY

Grade 11 of the 12-Month AFSCME Salary Schedule (\$59,386).

TRAINING AND EXPERIENCE REQUIRED

- High school diploma or GED.
- Five years' experience in the trade.
- Three years of supervisory experience with at least three technicians in a related field preferred.
- Hold and maintain a universal refrigeration recovery license.
- Hold a valid driver's license and willing to obtain and maintain a valid commercial driver's license.

-  Demonstrated ability to supervise and coordinate the maintenance and repair of equipment in numerous locations.
-  Able to read and interpret drawings and schematics associated with the trade.
-  Proficient in the utilization of computers, software, and building automation systems.
-  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.
-  Willing to work beyond the standard work schedule as needed; must be available to respond to emergency calls, including after hour emergencies.
-  Experienced in working with all aspects of personnel issues including recommending and implementing disciplinary procedures.
-  Demonstrated ability to manage details and provide complete and consistent follow through to completion of both routine and special tasks.
-  Strong written and oral communication skills; excellent interpersonal skills.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until filled.

The Board of Education of Harford County Public 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](tel:4103750408) or Kenneth.miller@hcps.org; Involving **all other members of the school community**, refer to: Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:4108096087) or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE