VACANCY ANNOUNCEMENT

CUSTODIAN II – SHIFT 2
Emmorton Elementary School

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

DUTIES AND RESPONSIBILITIES INCLUDE

- Performs all custodial functions required to maintain good housekeeping including sweeping, scrubbing, waxing, polishing, deodorizing, and collecting and removing trash.
- Assigns, directs, and follows-up on the work of custodial employees.
- Inspects work of assigned personnel 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 the items.
- Reports needed repairs.
- Instructs employees in the methods and use of materials and equipment as required for the performance of their work and maintains established standards.
- Executes rules and regulations and safety rules.
- Maintains operating records as requested.
- Supervises preparation for special events.
- Checks time cards.
- Understands and performs basic boiler and rooftop unit maintenance and operation.
- 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 3 of the AFSCME Salary Schedule ($31,424)

REQUIREMENTS

- High school diploma or GED.
- Able to read, understand, and apply written instructions, including work procedures, product labels, material safety data sheets, and equipment instruction manuals.
- Two years of experience in a custodial, mechanical trade or related area, preferred.
- Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including handling of mops, buckets of material weighing up to 50 pounds, and the ability to climb ladders in excess of 15 feet as well as erect scaffolding, plus utilization of back mounted vacuums.
- Must be able to assist with lifting and moving heavy objects over 50 pounds, such as teacher desks, file cabinets, and other furniture equipment.
- Individuals appointed to this position may be required to hold and maintain a valid driver’s license to carry out the essential functions of the position.

HOW TO APPLY

Employment applications are accepted online only. To access the application, visit the Current Job Openings 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 Harford County Public School System (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, or disability in matters affecting employment or conditions of employment, or participation in or access to its programs, activities, or services. Inquiries related to the non-discrimination policy of the Board of Education of Harford County should be directed to the Manager of Equity and Cultural Proficiency, 410-809-6065.

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