VACANCY ANNOUNCEMENT

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

AN EQUAL OPPORTUNITY EMPLOYER

February 5, 2020

Grounds and Building Maintenance I – Internal Applicants Only
Facilities Management
Anticipated Start Date – April 2020
(12 Positions Available)

To help maintain the grounds and buildings of the school system in a condition of operating excellence. Performs varied work assignments for the routine maintenance of grounds and cleaning of buildings throughout the system.

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.

- Cleans, lubricates, and maintains mechanical equipment used in grounds work.
- Mows, trims, mulches, and edges turf areas.
- Assists in grading, fertilizing, liming, and aerating athletic fields and turf areas.
- Repairs and maintains jumping pits, track surfaces, cages, and related equipment.
- Assists with blacktop resurfacing and concrete areas.
- Maintains, repairs, and replaces chain link fences, signposts, backstops, and other playground equipment.
- Operates trucks, radios, loaders, and other equipment used in salting operations and ice and snow removal.
- Assists with moving school equipment and supplies between school locations.
- Performs all custodial functions required to maintain good housekeeping including sweeping, scrubbing, waxing, polishing, deodorizing, and collecting and removing trash.
- Maintains supplies, delivers to proper storage areas, and positions on shelves or storage racks.
- Maintains lavatories ensuring a clean and sanitary condition.
- Washes and cleans windows, light fixtures, ventilators, and other items which may require climbing in excess of fifteen feet and/or erecting scaffolding.
- Reports needed repairs.
- Executes rules and regulations and safety rules.
- Maintains operating records as requested.
- 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

Salary Schedule for Facilities ($30,592)

REQUIREMENTS

- High school diploma or GED.
- Two years of experience in grounds maintenance, custodial, mechanical or related field.
- 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 as well as erect scaffolding, plus utilization of back mounted vacuums. Various lifts, tools and mechanical means of assistance should be employed for lifting heavier supplies, equipment and material.
- Basic knowledge of mowing and grounds operation including experience in using hand tools, rakes, shovels, pruning equipment, and wheel barrows. Experience in the repair of mechanical equipment including mowers and chain saws.
Knowledge of safety procedures and rules for the proper operation of mechanical equipment associated with grounds work.

Hold and maintain a valid driver’s license and willing to obtain and maintain a valid commercial driver’s license.

Must be available to respond to emergencies, including after hour emergencies.

Able to read, understand, and apply written instructions, including work procedures, product labels, material safety data sheets, and equipment instruction manuals.

**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](http://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**