HARFORD COUNTY PUBLIC SCHOOLS

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

November 8, 2021

AN EQUAL OPPORTUNITY

VACANCY ANNOUNCEMENT

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.

CHIEF CUSTODIAN – LEVEL I
William S. James Elementary School

Organizes, schedules, and coordinates all facets of the custodial program at a level I facility within the guidelines established by the Facilities Management Department. Operates and maintain boilers, air conditioning and all other auxiliary equipment as a Grade 4 stationary engineer. (Level I classification is determined by Harford County Public Schools.)

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.

- Maintains working knowledge of the boiler(s), heating, ventilation and air conditioning system(s) (HVAC).
- Makes periodic visual safety inspections of the boiler, air conditioning and auxiliary equipment.
- Troubleshoots and gathers necessary information on malfunctioning equipment and communicates findings to the Facilities Management Department in a timely manner.
- Keeps fuel consumption records and prepares operating efficiency reports if required.
- Orders fuel as required.
- Requisitions equipment, tools, parts and supplies.
- Assists the building administration in evaluating employee work performance.
- Advises employees of policies, procedures, and/or directives affecting their employment.
- Advises the building administration concerning unexpected or unusual work problems.
- Inspects area to assure maintenance of safety, sanitary, and security standards.
- Assures maintenance of fire extinguishers and other firefighting equipment.
- Submits accident reports.
- Protects property from pilferage, misuse or vandalism.
- Performs security checks as required.
- Inspects work performed by outside contractors and prepares reports on his or her findings.
- Coordinates and oversees custodial supports required for after-school activities.
- Performs building cleaning activities.
- Assigns, directs and does follow-up on the work performed by custodial employees.
- Maintains pesticide log sheets for school site and assists with any identified pest problems on the school campus.
- Responds and assists as designated essential personnel during situations including but not limited to inclement weather assignments, vandalism, and emergency repairs.
- Coordinates snow removal efforts to assume re-opening of the building as quickly as possible.
- Performs other work-related duties as assigned.

SALARY

Grade 4 of the Salary Schedule for AFSCME ($33,306).

REQUIREMENTS

- High school diploma or GED.
- Two years of experience in a custodial, mechanical, or related trade, one year of which was supervisory, assistant supervisor, and/or lead worker.

- Must hold and have maintained a Fourth Grade Stationary Engineer's License issued by the Maryland State Board of Stationary Engineers.
- Required to attend pesticide application training with HCPS facilities and maintain a pesticide certification applicator card.
- Able to read and prepare requisitions and labels and is accountable for the ordering, receipt, storage and security of all supplies and equipment used by the custodial staff.
- 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.
- 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.
- Must be able to give and explain directions in a clear and precise manner and supervise others utilizing good human relation 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 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 may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE