



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

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[www.hcps.org](http://www.hcps.org)

December 3, 2021

AN EQUAL OPPORTUNITY  
EMPLOYER

### 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.

#### Crew Chief II – Building Trades Facilities Management

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

#### 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.*



- Directs and oversees the work of assigned staff.
- Enforces all departmental policies.
- Assigns work orders, 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 10 of the Salary Schedule for AFSCME (\$48,074)

#### REQUIREMENTS

- High school diploma or GED, and
- Five years experience in the trade including two years in a supervisory role.
- Hold a valid driver's license and willing to obtain and maintain a valid commercial driver's license.
- Able to demonstrate basic knowledge in the use of computer software.
- Able to read and interpret drawings and schematics associated with the trade.
- 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 available to respond to emergency calls, including after hour emergencies.
- Thorough knowledge of and skilled in the use of tools, materials, equipment, and techniques associated with the trade.

-  Strong written and oral communication skills; excellent interpersonal skills.
-  Hold and maintain any special licenses required of the position.

## 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](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 December 17, 2021**.

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](mailto: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***