



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: staffmanagement@hcps.org

www.hcps.org

April 13, 2023

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.

PREVENTATIVE MAINTENANCE TECHNICIAN

Central Office – Facilities

June 1st Vacancy

To assist in the implementation of a preventative maintenance program and to carry out all assigned duties; to ensure that all school system buildings are kept in a condition of operating excellence and full utilization is available at all times.

DUTIES AND RESPONSIBILITIES INCLUDE

These 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.

- Performs preventative maintenance, minor repairs, and assists in the maintenance of all mechanical equipment including pumps, motors, and compressors in addition to belt adjustments, oiling, greasing, and cleaning of same.
- Performs preventative maintenance and assists in the servicing of boilers, burners, hot water generators, and water heaters.
- Performs preventative maintenance and minor repairs of all HVAC equipment, including building exhaust fans, air handling units, unit ventilators, and the scheduled change out of filters associated with each, plus cooling towers.
- Assists the preventative maintenance administrator in determining the scheduling of preventative maintenance visits to each assigned building and provides input as to frequency of preventative maintenance performed on equipment.
- Assists in the research and establishment of an inventory of all equipment specific to each building, including manufacturers, serial numbers, and model numbers; plus associated information that pertains to all equipment in order to establish a database for the procurement of parts, supplies, materials, and inventory.
- Assists the preventative maintenance administrator in the training and instruction of facilities management and custodial personnel, regarding preventative maintenance schedules on equipment which includes proper procedures, safety, and operation.
- Performs preventative maintenance on all aspects of the building structure including hardware, masonry, and exterior.
- Records and maintains accurate records of all preventative maintenance and minor repairs performed.
- Establishes a working relationship with the preventative maintenance administrator or designee, keeps them informed on the preventative maintenance work performed, and gives input to present status of equipment throughout each individual building.
- Performs coil cleaning of HVAC equipment utilizing special spray equipment and appropriate coil cleaning chemicals.
- Responds and assists during situations including, but not limited to, inclement weather assignments, vandalism, and emergency repairs.
- Performs other work-related duties as assigned.

SALARY

Grade 7 of the 12-Month AFSCME Salary Schedule (\$45,742).

REQUIREMENTS

- High school diploma or GED.
- Minimum of three years experience in maintenance or a related field.
- General knowledge of all building systems including plumbing, electrical, and HVAC plus structural and carpentry considerations.
- Must have prior experience in preventative maintenance procedures including scheduling and follow-up.
- Must be able to keep accurate records of preventative maintenance performed and minor repairs.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including handling wet and dry mop heads, buckets of material weighing up to 50 pounds and the ability to climb ladders in excess of fifteen feet as well as ability to access lifts, scaffolding, man lifts, pallet jacks, boom equipment and use of back mounted equipment. Various lifts, tools and mechanical means of assistance should be employed for lifting heavier supplies, equipment and material.
- Hold and maintains a valid driver's license with a willingness to pursue a commercial driver's license.

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 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 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