



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

January 31, 2025

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

April 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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

- 🌱 This is a full-time twelve-month position. Salary range based on Grade 7 of the FY 2024-2025 AFSCME Salary Schedule for Twelve Month AFSCME Employees. Starting Salary: \$48,299– Maximum Earnings Potential \$67,889. Those who are entering or returning to employment with Harford County Public Schools will begin on Step 1.
- 🌱 Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- 🌱 HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- 🌱 For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:
<https://www.hcps.org/departments/HumanResources/Default.aspx>
- 🌱 For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the AFSCME Negotiated Agreement:
<https://www.hcps.org/boe/collectivebargaining.aspx>
- 🌱 FLSA: Non-Exempt

TRAINING AND EXPERIENCE REQUIRED

- 🌱 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 jackets, 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.

basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE