



## Human Resources Office

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

## VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

May 9, 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.

### BUILDING OPERATIONS TECHNICIAN Central Office - Facilities


The Building Operations Technician supports building operations by creating and maintaining Building Operations processes, documentation, and records. This position assists with scheduling, ordering materials and supplies, conducting inspections, and ensuring compliance with safety and energy initiatives. Strong organizational, documentation, and communication skills are essential for effective coordination with employees and vendors.

#### 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.*

-  Develops and maintains a documentation system for building operations.
-  Coordinates schedules for building operation employees and affiliated vendors for equitable building support, supplies and equipment.
-  Maintains and operates an equipment inventory system including a schedule system for building operations.
-  Prepares requisitions for supervisor approval of necessary replacement tools and supply items.
-  Maintains an Operations vehicle list and spare key inventory for vehicles.
-  Orders and maintains inventory of uniform services.
-  Operates forklift and other related equipment as required.
-  Makes routine repairs and adjustments of equipment.
-  Performs special parts and supply pick-up and deliveries as required.
-  Establishes and maintains a building operations documentation system utilizing the computerized management system.
-  Coordinates the delivery of supplies, materials, and equipment.
-  Orders supplies and materials using an HCPS procurement card and maintains accurate records of purchases.
-  Responds and assists during emergency situations including, but not limited to, inclement weather assignments, vandalism, and emergency repairs.
-  Schedules and assists with onboarding and training of building operations personnel.
-  Supports energy conservation initiatives and assists with building inspections and associated reporting.
-  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 Personnel. Starting

## TRAINING AND EXPERIENCE REQUIRED

- 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
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-  High school diploma or GED, additional training preferred.
  -  Possess general knowledge of building repair techniques including Building operations terminology.
  -  3 years of experience in custodial trade, maintenance trades, administrative support, or other related inventory or supply experience.
  -  Experience in the use of computer databases.
  -  Microsoft Office Suite (Word and Excel) proficiency is required.
  -  Able to perform the essential functions of the position, including entering, retrieving, and interpreting building operations program data.
  -  Physically able to perform the essential functions, with or without reasonable accommodation, 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.
  -  Strong written and oral communication skills.
  -  Able to transfer data in emergency situations.
  -  Hold a valid driver's license; willing to obtain and maintain a commercial driver's license.
  -  Hold and maintain forklift certification.
  -  Must be available to respond to emergencies, including after-hour emergencies.

## 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 filled.

*The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the 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](mailto: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](mailto: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**