



## Human Resources Office

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

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

June 6, 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.

### **Mechanical Support Technician – 12 month Transportation Hickory Annex**

**Position Summary :** This position, under moderate supervision, is to perform duties associated with the pickup and delivery of supplies, materials, and equipment; to move and/or shuttle vehicles, to assist in the fueling and upkeep of fluid levels of vehicles, and to maintain the Vehicle Maintenance Facility.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES MAY 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..*

-  Operates various size vehicles.
-  Secures and delivers supplies, materials, equipment, and vehicles to and from various locations.
-  Loads and unloads materials received at the Fleet Maintenance Facility.
-  Assists in the fueling of all vehicles and maintains fluid levels on vehicles.
-  Maintains cleanliness and organization of the maintenance shop, tools, and equipment in the Fleet Maintenance Facility.
-  Retrieves tools, parts, and supplies needed by the mechanics during repairs.
-  Performs tasks as they relate to bus inspections.
-  Provides assistance to mechanics performing mechanical work.
-  Assists mechanics with preventative maintenance procedures, including engine oil servicing, fluid checks, and filter replacements.
-  Performs basic vehicle inspections such as tire pressure checks, brake system inspections, and battery testing.
-  Completes maintenance documentation and assists with service records as instructed.
-  Moves school buses and fleet vehicles safely in and around the facility.
-  Disposes of used fluids, filters, and parts in accordance with environmental and district policies.
-  Follows all safety protocols and wears personal protective equipment (PPE) as required.
-  Maintains the organization, cleanliness, and regulatory compliance of all student-specific equipment and supplies used in transportation operations

#### OTHER RESPONSIBILITIES:

- Performs other work-related duties as assigned.
- Assists in snow removal by shoveling snow, spreading chemicals, sweeping or as otherwise directed.

#### SALARY

- This is a full-time twelve -month position. Salary range based on Grade 6 of the FY 2024-2025 AFSCME Salary Schedule for Mechanical Support Technician Personnel. Starting Salary: \$45,519– Maximum Earnings Potential \$63,982. 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.
- Hold, or able to obtain within 90 days of hire, and maintain a valid Maryland Commercial Driver's License with an air brake endorsement.
- Able to obtain a forklift operator certificate.
- Excellent communication and human relations skills.
- Possess basic computer skills including knowledge of Microsoft Office programs.
- Possess mechanical skills commensurate with 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 40 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.

#### 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 6/18/2025.

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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**