



## Human Resources Office

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

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

August 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.















### CUSTODIAL SERVICES COORDINATOR

#### Hickory Annex

To be responsible for assigning, directing, training, scheduling, assisting, evaluating, and supervising of custodial staff in areas of assignment.

#### 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.*

-  Supervises custodial services within schools and/or offices for an assigned geographic area.
-  Assigns, reviews, and coordinates the work and work schedules of school-based custodial staff and others.
-  Collaborates with other departments and supervisors as needed to assist in the planning and scheduling of work assignments.
-  Organizes, schedules, and coordinates all facets of the custodial program for an assigned geographic area.
-  Maintains working knowledge of the boiler(s), heating, ventilation and air conditioning system(s) (HVAC).
-  Performs field inspections of school and office sites in order to monitor safety, sanitary, and security standards. Ensures that work is performed in accordance with established standards, procedures, and schedules.
-  Serves as a liaison between facilities management, schools and building administrators.
-  Deploys custodial employees after regular business hours as required.
-  Trains and supervises the training of new and current employees in cleaning methods, the use of materials, supplies, tools, and equipment, and preventive maintenance procedures for mechanical equipment and other building systems per the HCPS Comprehensive Maintenance Plan.
-  Provides leadership and oversight in assigned areas and assists with the completion of custodial related tasks as needed.
-  Collaborates with building administrators to jointly evaluate custodial employee work performance.
-  Implements all custodial personnel policies; makes recommendations regarding personnel issues in collaboration with the building administration.
-  Responds, directs the work, and assists during emergency situations including, but not limited to, inclement weather assignments, vandalism, and emergency repairs. Emergency situations may require work beyond normally scheduled hours with little to no advanced notice.
-  Persons appointed to this position are designated as *Essential Personnel* and are required to work when schools and/or offices are closed during adverse weather conditions or any other emergency.

## SALARY

- Persons appointed to this position will work a flexible schedule covering both first and second shift work hours. The work schedule will be determined based on the needs of the assigned geographic area
- Performs other work-related duties as assigned.
- This is a full-time twelve-month position. Salary range based on the FY 2025-2026 AHCATSP (Grade A) Salary Schedule for Non-Certificated, Technical and Supervisory Personnel. Starting Salary: \$78,796– Maximum Earnings Potential \$103,970.
- 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 AHCATSP Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

## TRAINING AND EXPERIENCE REQUIRED

- Possession of a high school diploma or GED
- Five years of successful supervisory experience in custodial services, building maintenance, or a related field.
- Must hold and have maintained a Fourth Grade Stationary Engineer's License issued by the Maryland State Board of Stationary Engineers.
- Thorough knowledge of and skilled in the use of tools, materials, equipment, and techniques 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.
- Strong written and verbal communication skills; excellent interpersonal skills.
- Must possess strong organizational skills in areas including record-keeping, stock/inventory control, and the procurement of parts and materials necessary to complete repairs, scheduling, and follow-up to ensure repairs are complete.
- Required to attend pesticide application training with HCPS facilities and maintain a pesticide certification applicator card.
- Possess a basic understanding of and experience in the utilization of computers and software.
- Hold and maintain a valid driver's license with a willingness to obtain and maintain a commercial driver's license.
- 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 for this vacancy until the position is successfully filled. ***Candidates who apply by Wednesday, August 13, 2025, will receive immediate consideration***

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