

## Procurement Department

Denise Semenkow, Procurement Agent

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***ADDENDUM #1***  
***RFP# 24-DS-021***

***Pre-Employment Physical Exams and Related Services***

***TO:***            ***All Offerors***  
***FROM:***       ***Denise Semenkow, Procurement Agent***  
***DATE:***        ***April 4, 2024***

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This Addendum is issued to provide Exhibit A – Job Descriptions and Exhibit B – Agility Testing Samples that were not included with the Request for Proposal. See attached documents.

I hereby acknowledge receipt of Addendum #1 dated April 4, 2024, to RFP# 24-DS-021 – Pre-Employment Physical Exams and Related Services.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Note: Offeror shall sign and submit Addendum with proposal. Failure to submit the Addendum may deem your proposal as non-responsive.**

## HARFORD COUNTY PUBLIC SCHOOLS

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### POSITION DESCRIPTION

TITLE: Chief Custodian – Level IV

REPORTS TO: Designated School Administrator

DEPARTMENT: Facilities Management

#### POSITION SUMMARY:

Organizes, schedules, and coordinates all facets of the custodial program at a level IV facility within the guidelines established by the Facilities Management Department. Operates and maintain boilers, air conditioning and all other auxiliary equipment as a Grade 4 stationary engineer. (Level IV classification is determined by Harford County Public Schools.)

#### ESSENTIAL FUNCTIONS:

*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.*

1. Oversees, prepares and maintains the multiple facilities among our largest school campuses which may include interscholastic athletic events. (i.e. stadium, track, turf field, tennis courts, auxiliary gyms, swimming pools, etc.)
2. Maintains working knowledge of the boiler(s), heating, ventilation and air conditioning system(s) (HVAC).
3. Makes periodic visual safety inspections of the boiler, air conditioning and auxiliary equipment.
4. Troubleshoots and gathers necessary information on malfunctioning equipment and communicates findings to the Facilities Management Department in a timely manner.
5. Keeps fuel consumption records and prepares operating efficiency reports if required.
6. Orders fuel as required.
7. Requisitions equipment, tools, parts and supplies.
8. Assists the building administration in evaluating employee work performance.
9. Advises employees of policies, procedures, and/or directives affecting their employment.
10. Advises the building administration concerning unexpected or unusual work problems.
11. Inspects area to assure maintenance of safety, sanitary, and security standards.
12. Assures maintenance of fire extinguishers and other firefighting equipment.
13. Submits accident reports.
14. Protects property from pilferage, misuse or vandalism.
15. Performs security checks as required.
16. Inspects work performed by outside contractors and prepares reports on his or her findings.
17. Coordinates and oversees custodial supports required for after-school activities.
18. Performs building and other school campus facility cleaning activities.
19. Assigns, directs and does follow-up on the work performed by custodial employees.

POSITION DESCRIPTION

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Chief Custodian – Level IV

20. Maintains pesticide log sheets for school site and assists with any identified pest problems on the school campus.
21. Responds and assists as designated essential personnel during situations including but not limited to inclement weather assignments, vandalism, and emergency repairs.
22. Coordinates snow removal efforts to assume re-opening of the building as quickly as possible.

OTHER RESPONSIBILITIES:

- Performs other work-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- High school diploma or GED.
- Three years of experience in a custodial, mechanical, or related trade, with a minimum of two years supervisory experience as a Chief Custodian or equivalent position.
- Must hold and have maintained a Fourth Grade Stationary Engineer's License issued by the Maryland State Board of Stationary Engineers.
- Required to attend pesticide application training with HCPS facilities and maintain a pesticide certification applicator card.
- Able to read and prepare requisitions and labels and is accountable for the ordering, receipt, storage and security of all supplies and equipment used by the custodial staff.
- Individuals appointed to this position may be required to hold and maintain a valid driver's license to carry out the essential functions of the position.
- Physically able to perform the essential functions, with or without reasonable accommodations, 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 back mounted equipment. Various lifts, tools and mechanical means of assistance should be employed for lifting heavier supplies, equipment, and material.
- Must be able to give and explain directions in a clear and precise manner and supervise others utilizing good human relation skills.

Approved: \_\_\_\_\_

*Ben Richardson*

Assistant Superintendent for Human Resources

Date: 8/23/2022

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Signature date of previous version:

6/13/2018

# HARFORD COUNTY PUBLIC SCHOOLS

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## POSITION DESCRIPTION

TITLE: Crew Chief I - Roofing, Waterproofing, and Moving  
REPORTS TO: Plant Chief - Building Trades  
DEPARTMENT: Facilities Management

### POSITION SUMMARY:

To be responsible for assigning, directing, assisting, and overseeing the work and staff in the area of assignment.

### ESSENTIAL FUNCTIONS:

*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.*

1. Directs and oversees the work of assigned staff.
2. Enforces all departmental policies.
3. Assigns work orders, prepares specifications and requisitions, and orders materials.
4. Maintains work records and historical data, and performs necessary clerical duties associated with the position.
5. Performs the duties of the trade and gives directions and demonstrations following recognized procedures and techniques associated with the trade.
6. Stays informed on the latest developments of the trade, provides a safe working environment, responds and directs the work of others in emergency situations.
7. Assists Plant Chief with record-keeping and all work associated with roofing warranties.
8. Provides leadership and assists in the performance of assigned tasks.
9. Assists with roofing inspections on all new installations including new buildings and renovations.
10. Responds and assists during emergency situations including, but not limited to, inclement weather assignments, vandalism, and emergency repairs.

### OTHER RESPONSIBILITIES:

- Performs other work-related duties as assigned.

### EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- High school diploma or GED.
- Five years experience in the trade including two years in a supervisory role.
- Hold and maintain a valid commercial driver's license.
- Able to read and interpret drawings and schematics 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.

POSITION DESCRIPTION

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Crew Chief I - Roofing, Waterproofing, and Moving

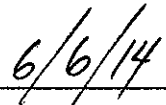
- Must be available to respond to emergency calls, including after hour emergencies.
- Thorough knowledge of and skilled in the use of tools, materials, equipment, and techniques associated with the trade.
- Strong written and oral communication skills; excellent interpersonal skills.
- Hold and maintain any special licenses required of the position.

Approved: \_\_\_\_\_



Senior Manager of Human Resources

Date: \_\_\_\_\_



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Signature date of previous version:

5/14/2010

# HARFORD COUNTY PUBLIC SCHOOLS

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## POSITION DESCRIPTION

TITLE: Paraeducator – Pre Kindergarten / Early Intervention

REPORTS TO: School Administrator or Designee

### POSITION SUMMARY:

To assist school staff with instructional programs, activities, and personal needs of students.

### ESSENTIAL FUNCTIONS:

*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.*

1. Provides support to students during instruction.
2. Implements teacher lesson plans with individuals or small groups of students.
3. Works under the direction of the teacher to provide instruction to individual or small groups of students.
4. Assists with data collection, testing, and student assessment.
5. Assists with the implementation of the Individual Education Programs (IEP) and Individualized Family Service Plans (IFSP) for students with special needs depending on placement.
6. Monitors student behavior and implements behavioral strategies and intervention plans.
7. Provides assistance with personal care needs of students including, but not limited to, lifting, transferring, feeding, toileting, and restraint as required.
8. Prepares instructional materials for students as directed.
9. Assists with school-wide duties including, but not limited to, field trips, school assemblies, class coverage, bus duty, and the computer lab.
10. Participates in professional development programs as assigned.
11. Works with students via digital platform(s) to provide support during instruction, assist with data collection, testing, and student assessment.

### OTHER RESPONSIBILITIES:

- Performs other work-related duties as assigned, which is inclusive of in-person duties and virtual duties as applicable.

### EDUCATION, EXPERIENCE AND SKILLS REQUIRED:


- High school diploma or GED, and
  - associate of arts degree or higher from an accredited college or university; or CDA preferred <http://www.cdacouncil.org/> or
  - 48 college credits with grade "C" or higher; or
  - pass ParaPro Assessment with score of 455 or higher
- Possess strong verbal, written, and interpersonal skills.
- Able to be trained in and perform proper restraint techniques.
- Able to meet physical requirements of position which are considered essential job functions, with or without accommodation, by passing pre-employment exam. Such requirements directly support students and include, but are not limited to, squatting, kneeling, and ability to lift and transfer students weighing up to 40 pounds.
- Experience working with students with disabilities preferred.

POSITION DESCRIPTION

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Paraeducator – Pre-Kindergarten / Early Intervention

- Possess specific skills as dictated by the needs of the students, e.g., sign language, ability to lift heavy objects, address medical needs, etc.

Approved:   
Assistant Superintendent for Human Resources

Date: 6-7-2022

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Signature date of previous version:

N/A

## CUSTODIANS/FACILITIES

Harford County Public Schools Agility Testing for Pre-Employment Physicals					
Positions: Custodians Facilities		Employee Name:		Date:	
				Score	
Test	Weight	Activity	Reps	Pass	Fail
Squats	N/A	Stand with feet shoulder width apart, legs slightly bent, weight on heels and straight back. Bend at knees until thighs are parallel with the ground. Return to original position and then repeat.	5 squats/ 90 seconds		
*30 second rest*					
Kneel	N/A	Stand with feet shoulder width apart. While keeping one leg in standing position, drop one leg back into 90-degree angle, knee touching the floor. (May allow candidate to keep one hand on structure for support).	1 kneel on right		
			1 kneel on left		
*30 second rest*					
Lift & Carry	50 lbs.	Lift 50 lbs. from floor to waist and carry 5 feet.	1 x		
*30 second rest*					
Lift to Shoulder Height	25 lbs.	Lift 25 lbs. from floor to shoulder height.	2 reps/ 1 minute		
*30 second rest*					
Ladder Climb	N/A	Climb ladder to 15 feet	1 time x 15 ft climb		
*30 second rest*					
Steps	N/A	Climb 4 steps up and down. Repeat 5 times.	4 steps x 4 times/ 90 seconds		
*30 second rest*					
Push & Pull	50 lbs.	Push sled with 50 lbs. 30 feet	1 x		
		Pull sled with 50 lbs. 30 feet	1 x		
*30 second rest*					



# FOOD AND NUTRITION

Harford County Public Schools Agility Testing for Pre-Employment Physicals					
<b>Positions:</b> Distribution Center Assistant Distribution Center Associate Distribution Center Lead F&N Coordinator F&N Equipment Maintenance Chief F&N Equipment Mechanic (I,II) General F&N Worker Production Center Assistant Satellite Kitchen Assistant	Employee Name: _____ Date: _____				
<b>F&amp;N EQUIPMENT MAINTENANCE CHIEF, GENERAL F&amp;N WORKER, PRODUCTION CENTER ASSISTANT, SATELITE KITCHEN ASSISTANT</b>					<b>Score</b>
<b>Test</b>	<b>Weight</b>	<b>Activity</b>	<b>Reps</b>	<b>Pass</b>	<b>Fail</b>
Lift & Carry	40 lbs.	Lift 40 lbs. from floor to waist and carry 10 feet	1 x 10 feet		
*30 second rest*					
Steps	N/A	Climb 4 steps up and down. Repeat 5 times.	4 steps x 5 times/ 1 minute		
*30 second rest*					
Push	40 lbs.	Push sled with 40 lbs. 30 feet.	1 time x 30 feet		
*No rest*					
Pull	40 lbs.	Pull sled with 40 lbs. 30 feet.	1 time x 30 feet		
*30 second rest*					
<b>DISTRIBUTION CENTER ASSISTANT, DISTRIBUTION CENTER ASSOCIATE, DISTRIBUTION CENTER LEAD, F&amp;N COORDINATOR, F&amp;N EQUIPMENT MECHANIC (I,II)</b>					<b>Score</b>
<b>Test</b>	<b>Weight</b>	<b>Activity</b>	<b>Reps</b>	<b>Pass</b>	<b>Fail</b>
Lift & Carry	50 lbs	Lift 50 lbs. from floor to waist and carry 10 feet	1 x 10 feet		
*30 second rest*					
Steps	N/A	Climb 4 steps up and down. Repeat 5 times.	4 steps x 5 times/ 1 minute		
*30 second rest*					
Push	50 lbs.	Push sled with 50 lbs. 30 feet.	1 time x 30 feet		
*No rest*					
Pull	50 lbs.	Pull sled with 50 lbs. 30 feet.	1 time x 30 feet		
*30 second rest*					

**OTIS**

Harford County Public Schools Agility Testing for Pre-Employment Physicals					
<b>Positions:</b>	Employee Name:				Date:
Endpoint Technician					
Network Engineer					
Printer 1					
Printer 2					
Technology Systems Integrator					
Technology Technician					
Telecommunications Technician					
Videographer					
<b>ALL POSITIONS</b>					<b>Score</b>
<b>Test</b>	<b>Weight</b>	<b>Activity</b>	<b>Reps</b>	<b>Pass</b>	<b>Fail</b>
Squats	N/A	Stand with feet shoulder width apart, legs slightly bent, weight on heels and straight back. Bend at knees until thighs are parallel with the ground. Return to original position and then repeat.	5 squats/ 1 minute		
		*30 second rest*			
Kneel	N/A	Stand with feet shoulder width apart. While keeping one leg in standing position, drop one leg back into 90-degree angle, knee touching the floor. (May allow candidate to keep one hand on structure for support).	5 kneel on right		
			5 kneel on left		
		*30 second rest*			
Ladder Climb	N/A	Climb ladder to 15 feet	1 time x 15 ft climb		
		*30 second rest*			
Steps	N/A	Climb 4 steps up and down. Repeat 5 times.	4 steps x 5 times/ 1 minute		
		*30 second rest*			
Overhead Reach	N/A	Stand with feet shoulder width apart, hands at sides. Reach arms above head and touch hands at top. Bring hands back to sides.	5 reaches/1 minute		
		*30 second rest*			
<b>**See Page 2**</b>					

**OTIS**

				Score	
Test	Weight	Activity	Reps	Pass	Fail
<b>TECHNOLOGY TECHNICIAN (70 LBS.)</b>					
Lift & Carry	70 lbs.	Lift 70 lbs. from floor to waist and carry 10 feet.	1 x 10 feet		
		*30 second rest*			
Lift to Shoulder Height	70 lbs.	Lift 70 lbs. from floor to shoulder height	5 reps/ 1 minute		
		*30 second rest*			
Push	70 lbs.	Push sled with 70 lbs. 30 feet	1 x 30 feet		
		<b>*NO REST*</b>			
Pull	70 lbs.	Pull sled with 70 lbs. 30 feet	1 x 30 feet		
		*30 second rest*			
<b>ENDPOINT TECHNICIAN, NETWORK ENGINEER, PRINTER 1, PRINTER 2, TELECOMMUNICATIONS TECHNICIAN, VIDEOGRAPHER (50 LBS.)</b>					
Lift & Carry	50 lbs.	Lift 50 lbs. from floor to waist and carry 10 feet.	1 x 10 feet		
		*30 second rest*			
Lift to Shoulder Height	50 lbs.	Lift 50 lbs. from floor to shoulder height	5 reps/ 1 minute		
		*30 second rest*			
Push	50 lbs.	Push sled with 50 lbs. 30 feet	1 x 30 feet		
		<b>*NO REST*</b>			
Pull	50 lbs.	Pull sled with 50 lbs. 30 feet	1 x 30 feet		
		*30 second rest*			
<b>TECHNOLOGY SYSTEMS INTEGRATOR (40 LBS.)</b>					
Lift & Carry	40 lbs.	Lift 40 lbs. from floor to waist and carry 10 feet.	1 x 10 feet		
		*30 second rest*			
Lift to Shoulder Height	40 lbs.	Lift 40 lbs. from floor to shoulder height	5 reps/ 1 minute		
		*30 second rest*			
Push	40 lbs.	Push sled with 40 lbs. 30 feet	1 x 30 feet		
		<b>*NO REST*</b>			
Pull	40 lbs.	Pull sled with 40 lbs. 30 feet	1 x 30 feet		
		*30 second rest*			

**SCHOOL BASED**

Harford County Public Schools Agility Testing for Pre-Employment Physicals					
<b>Positions:</b>	Employee Name:				Date:
Athletic Trainer					
Adaptive PE teacher					
PE teacher					
<b>ADAPTIVE PE TEACHER &amp; PE TEACHER</b>					<b>Score</b>
<b>Test</b>	<b>Weight</b>	<b>Activity</b>	<b>Reps</b>	<b>Pass</b>	<b>Fail</b>
Squats	N/A	Stand with feet shoulder width apart, legs slightly bent, weight on heels and straight back. Bend at knees until thighs are parallel with the ground. Return to original position and then repeat.	5 squats/ 1 minute		
*30 second rest*					
Kneel	N/A	Stand with feet shoulder width apart. While keeping one leg in standing position, drop one leg back into 90-degree angle, knee touching the floor. (May allow candidate to keep one hand on structure for support).	5 kneel on right		
			5 kneel on left		
*30 second rest*					
Lift & Carry	40 lbs.	Lift 40 lbs. from floor to waist and carry 10 feet.	1 x		
*30 second rest*					
Ladder Climb	N/A	Climb ladder to 6 feet	1 time x 6 ft climb		
*30 second rest*					
Plank Hold	N/A	Assume plank position and hold for 45 seconds	45 seconds / 1 x		
*30 second rest*					
High Knees	N/A	March in place for 1 minute	1 minute		
*30 second rest*					
*See page 2*					

# SCHOOL BASED

ATHLETIC TRAINER					
Test	Weight	Activity	Reps	Pass	Fail
Squats	N/A	Stand with feet shoulder width apart, legs slightly bent, weight on heels and straight back. Bend at knees until thighs are parallel with the ground. Return to original position and then repeat.	5 squats/ 1 minute		
*30 second rest*					
Kneel	N/A	Stand with feet shoulder width apart. While keeping one leg in standing position, drop one leg back into 90-degree angle, knee touching the floor. (May allow candidate to keep one hand on structure for support).	5 kneel on right		
			5 kneel on left		
*30 second rest*					
Lift & Carry	30 lbs.	Lift 30 lbs. from floor to waist and carry 10 feet.	1 x		
*30 second rest*					
Plank Hold	N/A	Assume plank position and hold for 45 seconds	45 seconds / 1 x		
*30 second rest*					
High Knees	N/A	March in place for 1 minute	1 minute		
*30 second rest*					

# SCHOOL BASED

Harford County Public Schools Agility Testing for Pre-Employment Physicals					
<b>Positions:</b> Behavior Support Technician Inclusion Helper Paraeducator	Employee Name:		Date:		
				Score	
<b>Test</b>	<b>Weight</b>	<b>Activity</b>	<b>Reps</b>	<b>Pass</b>	<b>Fail</b>
Squats	N/A	Stand with feet shoulder width apart, legs slightly bent, weight on heels and straight back. Bend at knees until thighs are parallel with the ground. Return to original position and then repeat.	5 squats/ 1 minute		
*30 second rest*					
Kneel	N/A	Stand with feet shoulder width apart. While keeping one leg in standing position, drop one leg back into 90-degree angle, knee touching the floor. (May allow candidate to keep one hand on structure for support).	5 kneel on right		
			5 kneel on left		
*30 second rest*					
Lift & Carry	40 lbs.	Lift 40 lbs. from floor to waist and carry 10 feet	1 x 10 feet		
*30 second rest*					
Steps	N/A	Climb 4 steps up and down. Repeat 5 times.	4 steps x 5 times/ 1 minute		
*30 second rest*					
Push	40 lbs.	Push sled with 40 lbs. 30 feet.	1 time x 30 feet		
*No rest*					
Pull	40 lbs.	Pull sled with 40 lbs. 30 feet.	1 time x 30 feet		
*30 second rest*					

# TRANSPORTATION

Harford County Public Schools Agility Testing for Pre-Employment Physicals					
<b>Positions:</b>	Employee Name: _____ Date: _____				
Bus Routing Associate					
Mechanic Helper					
School Bus Attendant					
School Bus Driver					
Vehicle Mechanic 1					
Vehicle Mechanic 2					
<b>Bus Routing Associate, Bus Attendant, Bus Driver</b>				<b>Score</b>	
<b>Test</b>	<b>Weight</b>	<b>Activity</b>	<b>Reps</b>	<b>Pass</b>	<b>Fail</b>
Steps	N/A	Climb 4 steps up and down. Repeat 5 times.	4 steps x 5 times/ 1 minute		
*30 second rest*					
Pull	40 lbs.	Pull sled with 40 lbs. 30 feet.	1 time x 30 feet		
*30 second rest*					
Overhead Reach	N/A	Stand with feet shoulder width apart, hands at sides. Reach arms above head and touch hands at top. Bring hands back to sides.	5 reaches / 1 minute		
*30 second rest*					
<b>Mechanic Helper &amp; Vehicle Mechanic I</b>					
Lift & Carry	40 lbs.	Lift 40 lbs. from floor to waist and carry 5 feet.	1 x		
<b>Vehicle Mechanic II</b>					
Lift & Carry	40 lbs.	Lift 40 lbs. from floor to waist and carry 5 feet.	1x		
*30 second rest*					
Ladder Climb	N/A	Climb ladder to 15 feet	1 time x 15 ft climb		