



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

April 15, 2024

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 TRADES II Central Office – Facilities July 1<sup>st</sup> Vacancy

To help maintain the buildings of the school system in a condition of operating excellence to ensure that full use may be made 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 all of the essential functions of the Building Trades I position with a high degree of skill.
-  Performs inspections and repairs to folding partitions, walls, doorways, doors, and bleachers.
-  Constructs structures or substructures from detailed architectural drawings.
-  Measures, saws, planes, routs, miters, sands, and performs other operations related to cabinet construction and repair.
-  Uses woodworking machines, hand tools, layout and measuring devices, charts, formulas, finishing tools, and materials associated with the trade; performs preventative maintenance on all shop equipment.
-  Glues, fits, and clamps parts and subassemblies together to form a complete unit.
-  Assists the Plant Chief and Crew Chief with the preparation of material lists, supplies, and specifications.
-  Applies finishes to cabinet work by sanding, wood filling, staining, and varnishing.
-  Prepares areas for installation of window air conditioners.
-  Responds and assists during emergency situations, including but not limited to inclement weather assignments, vandalism, and emergency repairs.
-  Performs other work-related duties as assigned.

#### SALARY

Grade 9 of the 12-Month AFSCME Salary Schedule (\$53,024).

#### TRAINING AND EXPERIENCE REQUIRED

-  High school diploma or GED.
-  Five years experience in the trade.
-  Hold and maintain a valid driver's license with a willingness to obtain and maintain a commercial driver's license.
-  Able to read and interpret drawings, list and calculate quantities of needed materials, layout and measure material to specifications, and list tools and materials used.

-  Thorough knowledge of hand and power tools associated with building trades, including skill in the use of the tools, maintenance techniques and safety procedures.
-  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.
-  Able to follow plans and procedures, determine the sequence of operations and complete a project using acceptable procedures.
-  Must be available to respond to after-hour emergency calls and respond to emergencies as needed.
-  Willing to pursue 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 until filled.

The Board of Education of Harford County Public does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools involving **students**, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:4103750408) or [Kenneth.miller@hcps.org](mailto:Kenneth.miller@hcps.org); Involving **all other members of the school community**, refer to: Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:4108096087) or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**