



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: staffmanagement@hcps.org

www.hcps.org

January 26, 2023

AN EQUAL OPPORTUNITY
EMPLOYER

VACANCY ANNOUNCEMENT

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.

MAINTENANCE AND OPERATIONS I Youth Apprenticeship Program Central Office – Facilities

The Maintenance and Operations I position is a part of the Harford County Public Schools Youth Apprenticeship program and is a collaborative effort with the Maryland Department of Labor. The program is designed to provide opportunities for students to "learn while they earn" while completing 450 hours before graduation. The Maryland Youth Apprenticeship program is for 11th and 12th grade students. An ideal youth apprenticeship candidate for this position is a student who wants to gain experience in the workplace starting this summer with plans to continue throughout the school year. This program pairs individuals with experienced staff who understand the skills and behavioral requirements for success in various career paths. This position will involve cross-training with skills learned in many different areas of facilities in terms of the maintenance and operations of our schools.

DUTIES AND RESPONSIBILITIES 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.

GROUNDNS

GROUNDNS AND EQUIPMENT MAINTENANCE I

-  Cleans, lubricates, and maintains mechanical equipment used in grounds work.
-  Mowing (push mowers only), trims, mulches, and edges turf areas.
-  Assists with moving school equipment and supplies between school locations.

GROUNDNS AND BUILDING MAINTENANCE I

-  Cleans, lubricates, and maintains mechanical equipment used in grounds work.
-  Mowing (push mowers only), trims, mulches, and edges turf areas.
-  Assists with moving school equipment and supplies between school locations.
-  Performs all custodial functions required to maintain good housekeeping including sweeping, scrubbing, waxing, polishing, deodorizing, and collecting and removing trash.
-  Unloads supplies, delivers to proper storage areas, and positions on shelves or storage racks.
-  Maintains lavatories ensuring a clean and sanitary condition.
-  Washes and cleans windows, light fixtures, ventilators, and other items which may require climbing in excess of fifteen feet and/or erecting scaffolding.

PAINTER I

-  Prepares surfaces for painting by sanding, scraping, patching, priming, and using de-glosser.
-  Assists in the removal of graffiti with a power washer.
-  Assists with parking lot lines.
-  Assists with ladder work and setting up scaffolding.
-  Assists with refinishing furniture and floor surfaces and applies paints, glazes, sealers, and varnishes.

BUILDING TRADES

BUILDING EQUIPMENT MAINTENANCE I

- Assists with the repair, rebuilding, and replacement of venetian blinds, drapes, and curtains.
- Assists with repairs to lockers and associated hardware.
- Assists with the repair and replacement of door closures, panic hardware, furniture, and a variety of pieces of physical education equipment.
- Assists with the erection of scaffolds, ladders, and other staging equipment.
- Assists with waterproofing operations, such as caulking and sealing.
- Uses all hand tools, layout and measuring devices, charts, formulas, finishing tools, and materials associated with the building and hardware trades.
- Assists with repairs to flag poles and associated hardware.

BUILDING TRADES I

- Measures, fabricates, and installs wall/ceiling framing, concrete forms, and flooring and applies finishing materials.
- Installs partitions, tiles, chalk/bulletin boards, roofing materials, doors and door hardware, and other types of building components.
- Measures, cuts and installs trim, molding, spouting, cabinets, and shelving.
- Mixes mortar and concrete and constructs and repairs masonry surfaces, floors, sidewalks, and curbing.
- Set-up and safely operates machinery associated with the building trade such as scaffolding, cement mixers, power trowels, and power tools.
- Uses all hand tools, layout and measuring devices, charts, formulas, finishing tools, and materials associated with the building and cabinet making trades.

LOCKSMITH I

- Installs and repairs door closures and panic hardware.
- Cuts keys using manual and automatic equipment.
- Installs all types of hardware including door stops, push, and pull plates, install locks, and mullion posts.
- Uses hand tools, layout and measuring devices, charts, formulas, finishing tools, and materials associated with the building and hardware trade.

WORK ORDER COORDINATOR

- Maintains a work order database to track pending and completed work order requests.
- Maintains electronic records of all work performed by department personnel, including labor, materials, and travel time.

SUPPLY, EQUIPMENT, AND INVENTORY CONTROL

- Establishes and maintains a work order filing system utilizing the Computerized Maintenance Management System.

MECHANICAL

ELECTRICAL AND REFRIGERATION I

- Installs, replaces, and repairs electrical systems and equipment.
- Performs preventive maintenance on electrical systems, exhaust fans, and equipment.
- Repairs and installs window air conditioning units, refrigeration units, electric motors, and associated equipment.
- Performs preventative maintenance on window air conditioning, refrigeration, and ventilation units.

PLUMBING AND HEATING I

- Installs and maintains water fountains, coolers, toilets, urinals, showers, and other fixtures and appliances involving plumbing.
- Maintains storm drain systems.
- Assists with the renovation, installation, and repairs of plumbing and heating systems.

MAINTENANCE MECHANIC I

- Assists in the maintenance of mechanical equipment including pumps, motors, compressors, exhaust fans, and related piping and wiring.
- Installs and repairs mechanical equipment and associated piping and wiring.

AUTOMATED BUILDING SYSTEMS TECHNICIAN

- Assists with diagnosis, repairs, and retrofits complex control systems requiring extensive knowledge of HVAC systems, a variety of electronic and digital control systems, and the ability to test and write modifications in multiple system software languages.
- Assists with diagnoses and takes appropriate corrective action for communication links between field hardware and centralized computer network systems for both energy management equipment and fire alarm systems.
- Assists with providing solutions to complex control system problems either by troubleshooting the systems or advising others on how to resolve problems.

PREVENTATIVE MAINTENANCE TECHNICIAN

- Assists with performing preventative maintenance, minor repairs, and assists in the maintenance of all mechanical equipment including pumps, motors, and compressors in addition to belt adjustments, oiling, greasing, and cleaning of same.
- Assists with performing preventative maintenance and assists in the servicing of boilers, burners, hot water generators, and water heaters.
- Assists with performing preventative maintenance and minor repairs of all HVAC equipment, including building exhaust fans, air handling units, unit ventilators, and the scheduled change out of filters associated with each, plus cooling towers.
- Assists the preventative maintenance administrator in determining the scheduling of preventative maintenance visits to each assigned building and provides input as to frequency of preventative maintenance performed on equipment.
- Assists in the research and establishment of an inventory of all equipment specific to each building, including manufacturers, serial numbers, and model numbers; plus, associated information that pertains to all equipment in order to establish a database for the procurement of parts, supplies, materials, and inventory.
- Assists with performing preventative maintenance on all aspects of the building structure including hardware, masonry, and exterior.
- Assists with records and maintains accurate records of all preventative maintenance and minor repairs performed.
- Establishes a working relationship with the preventative maintenance administrator or designee, keeps them informed on the preventative maintenance work performed, and gives input to present status of equipment throughout each individual building.
- Assists with perform coil cleaning of HVAC equipment utilizing special spray equipment and appropriate coil cleaning chemicals.

HEATING, VENTILATION, AND AIR CONDITIONING TECHNICIAN I

- Assists in the repairs on rooftop heating and cooling units, motors, and pumps.
- Assists wires and maintains electrical temperature controls, including changing bearings, fans, motors, and shafts.
- Assists in repairs, installs, and maintains air conditioning compressors and electric motors.
- Assists on installs of pneumatic and electrical temperature control systems, and associated sending, receiving, and operating devices.
- Assists with troubleshooting and repairs rooftop air conditioning and heating systems, cooling towers, pumps, coils, and related equipment.

- Assists in using schematic drawings, all hand tools, test equipment, power tools, and other equipment associated with the trade.

CUSTODIAL

- Selects appropriate equipment and supplies and sweeps and cleans floors in shops, classrooms, offices, corridors, and any other areas assigned in the building.
- Uses brooms, brushes, mops, power-operated scrubbing machines, vacuum cleaners, buffers, carpet sweepers, liquid floor finishes, dust absorbers, and other custodial equipment and supplies.
- Collects and disposes of trash, scrap, and garbage.
- Unloads supplies, delivers to proper storage areas, and positions on shelves or storage racks.
- Moves furniture, office equipment, and other items or supplies which necessitate the lifting of heavy or bulky articles weighing up to 50 lbs.
- Maintains lavatories ensuring a clean sanitary condition.
- Sweeps, mops, and scrub floors, walls, and partitions; cleans and deodorizes wash basins and other lavatory equipment.
- Washes and cleans windows, light fixtures, ventilators, and other items which may require climbing in excess of fifteen feet and/or erecting scaffolding.
- Cleans and polishes desks, chairs, tables, cabinets, and other office or classroom equipment.
- Assists cafeteria personnel by lifting cartons or sacks of food or cafeteria supplies.
- Assists in snow removal by shoveling snow, spreading chemicals, sweeping or as otherwise directed.
- Performs lawn and playground maintenance including spreading mulch, mowing (push mowers only), trimming, and weed control.

ALL POSITIONS

- Responds and assists during emergency situations, including but not limited to inclement weather assignments, vandalism, and emergency repairs.

SALARY

\$13.25 per hour; non-benefitted position

REQUIREMENTS

- Must be a current HCPS student between 16-18 years of age.
- Must provide own transportation to and from assigned work location.
- Physically able to perform the essential functions of the position, with or without reasonable accommodations.

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. 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 may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to [410-809-6087](tel:410-809-6087) or by email to Renee.McGlothlin@hcps.org or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone [1-800-421-3481](tel:1-800-421-3481), or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE