



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

October 16, 2023



















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.

GROUNDS AND BUILDING MAINTENANCE I Central Office – Facilities

To help maintain the grounds and buildings of the school system in a condition of operating excellence. Performs varied work assignments for the routine maintenance of grounds and cleaning of buildings throughout the system.

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.

-  Cleans, lubricates, and maintains mechanical equipment used in grounds work.
-  Mows, trims, mulches, and edges turf areas.
-  Assists in grading, fertilizing, liming, and aerating athletic fields and turf areas.
-  Repairs and maintains jumping pits, track surfaces, cages, and related equipment.
-  Assists with blacktop resurfacing and concrete areas.
-  Maintains, repairs, and replaces chain link fences, signposts, backstops, and other playground equipment.
-  Operates trucks, radios, loaders, and other equipment used in salting operations and ice and snow removal.
-  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.
-  Reports needed repairs.
-  Executes rules and regulations and safety rules.
-  Maintains operating records as requested.
-  Understands and performs basic boiler and rooftop unit maintenance and operation.
-  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 3 of the 12-Month AFSCME Salary Schedule (\$36,667).

TRAINING AND EXPERIENCE REQUIRED

- High school diploma or GED.
- Two years of experience in grounds maintenance, custodial, mechanical or related field.
- 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.
- Basic knowledge of mowing and grounds operation including experience in using hand tools, rakes, shovels, pruning equipment, and wheel barrows. Experience in the repair of mechanical equipment including mowers and chain saws.
- Knowledge of safety procedures and rules for the proper operation of mechanical equipment associated with grounds work.
- Hold and maintain a valid driver's license and willing to obtain and maintain a valid commercial driver's license.
- Must be available to respond to emergencies, including after hour emergencies.
- Able to read, understand, and apply written instructions, including work procedures, product labels, material safety data sheets, and equipment instruction manuals.

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 involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:410-375-0408) or 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:410-809-6087) or 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.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE