



# Human Resources Office

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

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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.

### VEHICLE AND HEAVY-DUTY TECHNICIAN APPRENTICE Youth Apprenticeship Program Central Office – Transportation

The Vehicle and Heavy-Duty Technician 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.*

- Cleans, lubricates, and maintains mechanical equipment for HCPS Fleet vehicles (school bus and non-school bus).
- Assists with performing preventative maintenance, minor repairs, and assists in the maintenance of all Fleet vehicles (school bus and non-school bus).
- Assists with performing preventative maintenance and assists in the servicing all fleet vehicles (school bus and non-school bus).
- Assists with moving and cleaning school bus safety equipment and supplies as needed.
- Establishes a working relationship administrator or designee, keeps them informed on the preventative maintenance work performed.
- Cleans assigned vehicles, both interior and exterior for the purpose of maintaining appearance, sanitation, and safety of vehicle.
- Cleans and organizes their work area for the purpose of maintaining a safe and sanitary work area.
- Maintains tools, and cleaning equipment for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Sweeps, mops, and scrub floors, walls, and partitions; cleans and deodorizes HCPS school bus fleet.
- Washes and cleans windows, seats, floors, and other items as needed.
- Assists in snow removal by scrapping buses as need or assisting in snow removal process as otherwise directed.
- Prepares written materials for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Attends department meetings for the purpose of gathering information required to perform job functions.
- Responds to emergency situations, including but not limited to inclement weather assignments, vandalism, and emergency repairs.
- Performs other work-related duties as assigned.

#### SALARY

\$15.00 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](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 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](mailto: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**