



**Human Resources Office**

102 S. Hickory Avenue  
 Bel Air, Maryland 21014  
 410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

**VACANCY ANNOUNCEMENT**

**MAY 29, 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.

**Heating, Ventilation, and Air Conditioning (HVAC) Service Coordinator  
 Central Office**

**POSITION SUMMARY:**

The HVAC Service Coordinator at Harford County Public Schools (HCPS) oversees the efficient operation of HVAC systems and Automated Building Systems. This leadership role focuses on developing and supporting HVAC and Automated Building Systems Technicians while ensuring exceptional customer service. Responsibilities include assigning tasks, providing training, scheduling, and supervising staff to maintain high service standards aligned with HCPS's commitment to excellence.

**DUTIES AND RESPONSIBILITIES INCLUDE**

- Assigns tasks efficiently, emphasizing quality and productivity.
- Enforces policies, handles personnel issues collaboratively, and nurtures a positive team culture.
- Assigns work orders, prepares specifications, and orders materials with precision for effective service delivery.
- Maintains meticulous work records and historical data, ensuring accuracy and completeness.
- Demonstrates HVAC and Automated Building Systems trade procedures, emphasizing continuous skill development within the team.
- Ensures workplace safety through the implementation and enforcement of safety protocols, training initiatives, and the maintenance of a secure work environment.
- Provides visionary leadership, setting a tone for teamwork, excellence, and customer satisfaction.
- Collaborates with the Plant Chief and Assistant Supervisor of Facilities to achieve departmental and organizational goals.
- Assists in tracking and follow-up related to warranties, ensuring customer satisfaction and system longevity.
- Responds to emergency repairs, vandalism, and inclement weather events to ensure continued school operations.
- Provides day-to-day oversight/management of contractors, ensuring contractors adhere to contractual obligations.
- Informs stakeholders of system outages, develops repair plans, coordinates the execution of repairs, and provides status updates to ensure efficient school operations.
- Facilitates the growth and technical excellence of HVAC and Automated Building Systems Technicians, emphasizing professional development and continuous skill enhancement.
- Provides field support as needed, ensuring technicians receive practical assistance for skill enhancement and problem-solving.
- Contributes to ongoing initiatives aimed at enhancing customer service excellence and technical proficiency within the team.
- Performs other work-related duties as assigned.

**SALARY**

Salary range based on the FY 2023-2024 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.  
 Grade A - Salary \$76,102 - May increase with additional education and experience

**REQUIREMENTS**

- High school diploma or GED.
- Five years' experience in the HVAC trade, including Automated Building Systems.
- Hold and maintain a universal refrigeration recovery license.
- Three years of supervisory experience in a related field is preferred.
- Hold a valid driver's license and willing to obtain and maintain a valid commercial driver's license.
- Demonstrated ability to supervise and coordinate the maintenance and repair of equipment in numerous locations.
- Able to read and interpret drawings and schematics associated with the HVAC and Automated Building Systems trades.
- Proficient in the utilization of computers, software, and building automation systems, with expertise in systems like Metasys.

- Experience in overseeing HVAC controls, Fire Alarm Systems, and similar types of systems within an educational setting.
- 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 jacks, 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.
- As an exempt employee, must be willing to work beyond the standard work schedule as needed; must be available to respond to emergency calls, including after-hour emergencies.
- Strong written and oral communication skills; excellent interpersonal skills.

#### HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

#### DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled. **Candidates who apply by Wednesday, June 5, 2024 will receive immediate consideration.**

The Board of Education of Harford County 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 or [Kenneth.Miller@hcps.org](mailto:Kenneth.Miller@hcps.org); Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 S. Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or [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, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**