



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

June 11, 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.

CUSTODIAL COORDINATOR ASSISTANT Central Office – Facilities

To help maintain the buildings, equipment, and grounds 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.







- Assists the Custodial Services Coordinator in custodial training as necessary.
- Maintains an inspection program for pest infestation, determines treatments, records and analyzes results, and maintains records.
- According to established procedures and state and federal guidelines, applies pesticides and herbicides using solid, liquid, and spray applications including traps.
- Assists the Custodial Services Coordinator with trapping and relocating wildlife away from HCPS facilities.
- Confers with principals, custodians, and cafeteria managers regarding management and control programs, testing, and compliance requirements.
- Maintains an inventory of a variety of supplies, materials, and equipment including picking up, repairing and returning of custodial equipment.
- 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 8 of the 12-Month AFSCME Salary Schedule (\$49,844).

TRAINING AND EXPERIENCE REQUIRED

- High school diploma or GED, advanced training in pesticides preferred.
- Must be able to acquire and hold appropriate Maryland Department of Agriculture pest management licenses.
- Three years experience in a mechanical/maintenance trade or related area.
- Hold and maintain a valid driver's license and able to obtain and maintain a valid commercial driver's license.
- Able to read and interpret drawings and schematics, follow written directions, read meters, and analyze data.
- Possess knowledge of tools and materials associated with the trade, including proper operation and safe handling of supplies and materials and able to assist in repairs of custodial equipment.

-  Able to develop and follow procedures, determine sequence of operation, perform mechanical tasks, and record data required in performing the essential functions of the position.
-  Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including lifting materials weighing up to 50 pounds and the ability to climb ladders in excess of 15 feet. Various lifts, tools and mechanical means of assistance should be employed for lifting heavier supplies, equipment and material.
-  Able to obtain any special licenses or certification required of the position.
-  Must be available to respond to emergency calls, including after hour emergencies and to work during times the buildings are normally unoccupied.
-  Possess strong organizational and oral/written communication skills.
-  Possess a working knowledge of computer technology.

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:4103750408) 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:4108096087) 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