



# Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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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.

### Automated Building Systems Technician Central Office

#### POSITION SUMMARY:

To support all Harford County Public School buildings through a thorough understanding of HVAC equipment and systems. Proactively responds to potential equipment, indoor air comfort, and energy cost savings issues.

#### DUTIES AND RESPONSIBILITIES INCLUDE

*These items 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.*

- Diagnoses, 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.
- 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.
- Provides solutions to complex control system problems either by troubleshooting the systems or advising others on how to resolve problems.
- Communicates with school-based personnel, Facilities Management department personnel, and service contractors regarding data gathered and site assessments. Provides field evaluations for retrofits, upgrades and/or enhancements to existing equipment. Assists both the Planning and Construction and Facilities Management departments' personnel with technical recommendations for retrofits, renovations, and new construction projects.
- Supervises and directs the field personnel of contractual service providers to ensure proper installation and operation of equipment.
- Attends contract service, engineering design, and project meetings. Provides input for future projects and conveys any suggestions or concerns regarding current operating equipment.
- Coaches, supports, and provides field training for the mechanical work force and school-based personnel on a full range of control systems. Assists with the administration of required user identification and passwords for control system security.
- Purchases and maintains inventory of parts and equipment necessary for the installation and repair of HVAC control and fire alarm systems.

#### OTHER RESPONSIBILITIES

- Performs other work-related duties as assigned.

#### SALARY

Grade 11 of AFSCME Salary Schedule (\$60,277).

#### REQUIREMENTS

- High school diploma or GED. Preference may be given to individuals with an associate of arts degree from an accredited college or university in electronics, mechanical systems, computer

technology, HVAC, or 60 college credits beyond a high school diploma with an emphasis in computer technology. Three years of experience servicing electronic, low voltage, and/or mechanical systems may be substituted for the associate of arts degree.

- ☺ Hold and maintain a valid driver's license.
- ☺ Must be available to respond to after hour emergency calls and must be willing to work a flexible work schedule as necessary.
- ☺ Must have a broad knowledge of HVAC and energy management systems with advance computer skills and general knowledge of programming, networking, and database management related to control systems.
- ☺ Willingness to pursue and maintain a low voltage electrical license.
- ☺ Must hold or be able to obtain a refrigerant recovery license.
- ☺ Able to read and interpret mechanical, control, and sequence of operation drawings.
- ☺ 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.

## 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 July 2, 2024**.

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](tel:4103750408) or [Kenneth.Miller@hcps.org](mailto: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](mailto: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](http://www.hcps.org).

### **AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**