



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

September 30, 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.














ASSISTANT SUPERVISOR OF FACILITIES MANAGEMENT – BUILDING OPERATIONS

Central Office

This supervisory position, under the direction of the Executive Director of Facilities Management, will be responsible for all aspects of the custodial program including but not limited to maintenance, care, and upkeep of all buildings in the school system including the development, implementation, and monitoring of all programs related to maintenance and operation. Utilizes best practices, methods, and ideas in order to ensure that all HCPS buildings remain safe, comfortable, and in optimum, efficient operating condition. Areas of concentration include oversight of the Custodial Program and Resource Conservation Program. This includes policy management and development of appropriate procedures, behavior management, curriculum liaison, Minority Business Enterprise (MBE) Liaison and chair of the steering committee with stakeholders.

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.

-  Oversees the custodial program for all HCPS buildings by providing strategic leadership and direct management oversight.
-  Responds to emergencies outside of the typical school day and coordinates appropriate responses.
-  Investigates and determines areas of maintenance and operation to be performed regarding all aspects of HCPS buildings.
-  Oversees the Use of Facilities process to ensure compliance with all procedures.
-  Determines quantities and authorizes procurement of supplies and materials for operation functions; monitors budgets in a variety of categories.
-  Supervises and develops work programs and assists Plant Chiefs and Crew Chiefs in assigning work to technicians.
-  Develops training programs for facilities and custodial personnel to maintain buildings at an optimal level.
-  Provides project management and supervision to a wide variety of maintenance tasks and operations, to include the building interior and exterior.
-  Evaluates and tests various facilities and operations supplies and procedures.
-  Prepares bid documents, contract documents, and requisitions; works closely with the Purchasing Department regarding the purchase of supplies, materials, equipment, and contracted services.
-  Interviews and assists with the selection and evaluation of technical/craft personnel.
-  Performs employee evaluations and takes appropriate disciplinary action.
-  Works with the Executive Director of Facilities Management to implement policies and procedures; to be involved in all aspects of the Facilities Management Department.






- 🌱 Develops cost estimates for materials and the labor needed to accomplish individual projects.
- 🌱 Provides supervision in the identification and prioritization of emergency repairs and expedites emergency repairs associated with all HCPS buildings.
- 🌱 Reviews requests and provides input in establishing priorities for all repair projects.
- 🌱 Receives requests for work, processes same, inputs data into computer program, disseminates work orders, and closes out work orders by entry of completed data into a computer program.
- 🌱 Provides recommendations to the Executive Director of Facilities Management regarding all aspects of the department as it relates to the areas of responsibility.
- 🌱 Communicates with professional and technical personnel such as architects and engineers.
- 🌱 Schedules and plans necessary repairs associated with all HCPS buildings.
- 🌱 Provides exceptional customer service to all levels of administration, custodial, and other employees within the system.
- 🌱 Performs all phases of Facilities Management contract administration for capital projects.
- 🌱 Provides leadership and staff development for department staff.
- 🌱 Performs other work-related duties as assigned.

SALARY

- 🌱 This is a twelve-month position. Salary range based on the FY 2024-2025 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals Personnel. Starting Salary: \$109,576 – Maximum Earnings Potential \$144,584.
- 🌱 Full salary schedules can be found at <https://www.hcps.org/departments/humanresources/vacancies.aspx>.
- 🌱 HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- 🌱 For a complete list of benefits, please visit the Employment Benefits section: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- 🌱 For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the AHCATSP Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- 🌱 FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

- 🌱 Bachelor's degree from an accredited college/university. Five years of experience and/or training in a maintenance related field to include successful leadership experience in facilities management and maintenance.
- 🌱 Demonstrated customer service leadership.
- 🌱 Ability to respond to emergencies beyond the typical school day and school calendar including weekends and evenings.
- 🌱 Possess a thorough working knowledge of computer systems, maintenance of computer databases, and computer programming.
- 🌱 Possess strong organizational, interpersonal, and oral/written communication skills.
- 🌱 Possess sound inventory and record-keeping skills.
- 🌱 Experience coordinating, scheduling, and planning the work of others.
- 🌱 Able to read and interpret drawings and schematics associated with all aspects of maintenance.

-  Experience in utilizing computers as a record-keeping tool; able to generate reports and data to reflect progress.
-  Possess a thorough knowledge of the tools, materials, equipment, and techniques associated with all aspects of maintenance.
-  Able to climb stairs, scaffolds, and ladders of various heights to perform routine inspections and take measurements.
-  Able to traverse various types of terrain while carrying equipment weighing up to 20 pounds.
-  Able and willing to obtain any licensing and certification related to the specific areas of responsibility.

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 applications will be accepted for this vacancy until the position is successfully filled. *Candidates who apply by **October 10, 2024**, will receive immediate consideration.*

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE