



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

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www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

October 17, 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.

### CUSTODIAN II – SHIFT 2 Southampton Middle School




Performs work required for the routine cleaning, maintenance and upkeep of buildings, grounds, and equipment and to be responsible for the direction and follow-up of custodial personnel in the performance of their work.

#### 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.*

-  Performs all custodial functions required to maintain good housekeeping including sweeping, scrubbing, waxing, polishing, deodorizing, and collecting and removing trash.
-  Assigns, directs, and follows-up on the work of custodial employees.
-  Inspects work of assigned personnel and directs corrective measures to secure satisfactory performance to meet established standards.
-  Conducts inventory, requisitions supplies and equipment, and is responsible for the security of the items.
-  Reports needed repairs.
-  Moves furniture, office equipment, and other items or supplies which necessitate the lifting of heavy or bulky articles weighing up to 50 pounds.
-  Instructs employees in the methods and use of materials and equipment as required for the performance of their work and maintains established standards.
-  Executes rules and regulations and safety rules.
-  Maintains operating records as requested.
-  Supervises preparation for special events.
-  Checks time cards.
-  Understands and performs basic boiler and rooftop unit maintenance and operation.
-  Responds and assists during emergency situations including, but no limited to, inclement weather assignments, vandalism, and emergency repairs.
-  Performs other work-related duties as assigned.

#### SALARY

-  This is a full-time twelve-month position. Salary range based on Grade 3 of the FY 2024-2025 AFSCME Salary Schedule for Twelve Month AFSCME (Second Shift) Personnel. Starting Salary: \$38,049 – Maximum Earnings Potential \$53,145.
-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
-  HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.

## TRAINING AND EXPERIENCE REQUIRED

-  For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:  
<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 AFSCME Negotiated Agreement:  
<https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Non-Exempt
  
-  High school diploma or GED.
-  Able to read, understand, and apply written instructions, including work procedures, product labels, material safety data sheets, and equipment instruction manuals.
-  Two years of experience in a custodial, mechanical trade or related area, preferred.
-  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 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.
-  Individuals appointed to this position may be required to hold and maintain a valid driver's license to carry out the essential functions of the position.

## 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 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](mailto: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](mailto:Renee.McGlothlin@hcps.org). Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](https://www.hcps.org/Non-Discrimination-Policy) 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: \(hcps.org\)](https://www.hcps.org/Non-Discrimination-Statement) and found on HCPS' homepage.*

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**