



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

October 16, 2023



















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.

GROUNDS & BUILDING MAINTENANCE I Central Office - Facilities


To help maintain the grounds and buildings of the school system in a condition of operating excellence. Performs varied work assignments for the routine maintenance of grounds and cleaning of buildings throughout the system.

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.

-  Cleans, lubricates, and maintains mechanical equipment used in grounds work.
-  Mows, trims, mulches, and edges turf areas.
-  Assists in grading, fertilizing, liming, and aerating athletic fields and turf areas.
-  Repairs and maintains jumping pits, track surfaces, cages, and related equipment.
-  Assists with blacktop resurfacing and concrete areas.
-  Maintains, repairs, and replaces chain link fences, signposts, backstops, and other playground equipment.
-  Operates trucks, radios, loaders, and other equipment used in salting operations and ice and snow removal.
-  Assists with moving school equipment and supplies between school locations.
-  Performs all custodial functions required to maintain good housekeeping including sweeping, scrubbing, waxing, polishing, deodorizing, and collecting and removing trash.
-  Unloads supplies, delivers to proper storage areas, and positions on shelves or storage racks.
-  Maintains lavatories ensuring a clean and sanitary condition.
-  Washes and cleans windows, light fixtures, ventilators, and other items which may require climbing in excess of fifteen feet and/or erecting scaffolding.
-  Reports needed repairs.
-  Executes rules and regulations and safety rules.
-  Maintains operating records as requested.
-  Understands and performs basic boiler and rooftop unit maintenance and operation.
-  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

-  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 Personnel. Starting Salary: \$37,217 – Maximum Earnings Potential \$52,313.

TRAINING AND EXPERIENCE REQUIRED

- 🌱 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.
- 🌱 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.
- 🌱 Two years of experience in grounds maintenance, custodial, mechanical or related field.
- 🌱 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 jackets, 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.
- 🌱 Basic knowledge of mowing and grounds operation including experience in using hand tools, rakes, shovels, pruning equipment, and wheel barrows. Experience in the repair of mechanical equipment including mowers and chain saws.
- 🌱 Knowledge of safety procedures and rules for the proper operation of mechanical equipment associated with grounds work.
- 🌱 Hold and maintain a valid driver's license and willing to obtain and maintain a valid commercial driver's license.
- 🌱 Must be available to respond to emergencies, including after hour emergencies.
- 🌱 Able to read, understand, and apply written instructions, including work procedures, product labels, material safety data sheets, and equipment instruction manuals.

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 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