



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

November 21, 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.

CONSTRUCTION PROJECT ASSISTANT Central Office/Hickory Annex – Planning and Construction

Provides technical assistance to the Assistant Supervisors during the course of their project management duties, including field inspection, punch list and warranty documentation, permit coordination, and construction document review. This positions daily interactions include School Administrators, and HCPS Supervisors, government officials including the Department of Planning and Zoning, Department of License, Inspections and Permitting, Department of Health, the Office of the Fire Marshal Engineer and Fire Marshal Inspector, construction contractors, construction managers, engineer and design professionals, consultants including engineers and agents under contract with HCPS.

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.

-  Coordinates all activities associated with securing state and local permits and Development Advisory Committee review.
-  Participates in the review of project phasing plans, which requires an understanding of school operation, construction contracts, construction methods, scheduling, building codes, and safety regulations.
-  Assists in the procurement process and the recording and tabulation of bid results.
-  Reviews and provides comments for Requests for Approval of Proposed School Sponsored Projects from the Office of Operations.
-  Maintains records of project costs and other relevant statistical data; works with the Construction Office archivist to maintain project records and tracks and records re-locatable classroom data and site plans.
-  Attends and participates in pre-bid, pre-construction and progress meetings.
-  Assists in the management of project activities including but not limited to, on-site inspections of work in progress, punch list completion, equipment demonstrations and warranty period work. Utilizes maintenance work-order system to generate and monitor correction notices. Maintains construction photographic records and inspection documentation.
-  Coordinates distribution of O & M manuals and other turnover materials with appropriate departments and schedules demonstrations.
-  Procures material testing, geotechnical and land survey services, commissioning services associated with capital improvement projects and maintains records.
-  Assists the school administration throughout the project to resolve issues and prepares for occupancy.
-  Assists the Facilities Planner with the development of the Facilities Master Plan.
-  Maintains the HCPS Design Standards Manual and coordinates annual revisions.
-  Interacts with government officials, school and central office staff, vendors and consultants.

SALARY

- Performs other work-related duties as assigned.
- This is a full-time twelve-month position. Salary range based on Grade 12 of the FY 2024-2025 AFSCME Salary Schedule for Twelve Month AFSCME Personnel. Starting Salary: \$63,509– Maximum Earnings Potential \$89,268.
- 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

TRAINING AND EXPERIENCE REQUIRED

- High school diploma or GED. Preference may be given to individuals with an Associate of Arts degree from an accredited college or university with three years of relevant construction experience. Five years of relevant construction experience may be substituted for the Associate of Arts degree.
- Strong organizational, interpersonal, and oral and written communication skills.
- Ability to read and interpret drawings and schematics associated with all aspects of construction.
- Experience in utilizing computers as a recordkeeping tool and the ability to generate reports and data to reflect progress.
- 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.

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 **December 6, 2024**.

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