



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

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.

### **BUILDING EQUIPMENT MAINTENANCE II** **Central Office/Hickory Annex – Facilities**


To help maintain the buildings of the school system in a condition of operating excellence to ensure that full use may be made at all times.

#### **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.*

-  Surveys and evaluates the extent of vandalism and accident damage when incidents occur.
-  Performs all work related to lockers including the repair and installation of all hardware.
-  Repairs, rebuilds, and replaces venetian blinds, drapes, and curtains.
-  Repairs, rebuilds, and installs door closures, panic hardware, furniture, and a variety of pieces of physical education equipment.
-  Takes necessary measurements and selects appropriate type of glass and thickness.
-  Cuts glass to size; removes, inserts, positions, and secures glass using special equipment, such as suction cups and straps.
-  Erects scaffolding, ladders, and other staging equipment to permit working at varying heights.
-  Uses all hand tools, layout and measuring devices, charts, formulas, finishing tools, and materials associated with the building and hardware trades.
-  Plans and executes the necessary work involved in waterproofing operations, such as caulking and sanding.
-  Utilizes the necessary vehicles for transporting personnel, tools, and materials to and from job sites and loads/unloads materials, supplies, and equipment.
-  Repairs and sharpens all paper cutting equipment.
-  Installs, repairs, and maintains all flag poles and associated hardware.
-  Installs and repairs audio/visual related equipment, such as screens and wall-mounted television/VCR brackets.
-  Makes welding repairs to gym equipment, bleachers, furniture, handrails, etc.
-  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 6 of the FY 2024-2025 AFSCME Salary Schedule for Twelve Month AFSCME Personnel. Starting Salary: \$45,068– Maximum Earnings Potential \$63,349.

## 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.
- 🌱 Five years experience in the trade.
- 🌱 Hold and maintain a valid driver's license with a willingness to obtain and maintain a commercial driver's license.
- 🌱 Able to read and interpret drawings, list needed materials, layout and measure material to specifications, and list tools and materials used.
- 🌱 Thorough knowledge of hand and power tools associated with building trades, including skill in the use of the tools, maintenance techniques and safety procedures.
- 🌱 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.
- 🌱 Able to follow plans and procedures, determine the sequence of operations and complete a project using acceptable procedures.
- 🌱 Must be available to respond to emergencies, including after hour emergencies.

## 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/Board-of-Education-Policies-and-Procedures/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**