



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

January 27, 2025



















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.

CHIEF CUSTODIAN – LEVEL I Hickory Elementary School

Organizes, schedules, and coordinates all facets of the custodial program at a level I facility within the guidelines established by the Facilities Management Department. Operates and maintain boilers, air conditioning and all other auxiliary equipment as a Grade 4 stationary engineer. (Level I classification is determined by Harford County Public Schools.)

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.

-  Maintains working knowledge of the boiler(s), heating, ventilation and air conditioning system(s) (HVAC).
-  Makes periodic visual safety inspections of the boiler, air conditioning and auxiliary equipment.
-  Troubleshoots and gathers necessary information on malfunctioning equipment and communicates findings to the Facilities Management Department in a timely manner.
-  Keeps fuel consumption records and prepares operating efficiency reports if required.
-  Orders fuel as required.
-  Requisitions equipment, tools, parts and supplies.
-  Assists the building administration in evaluating employee work performance.
-  Advises employees of policies, procedures, and/or directives affecting their employment.
-  Advises the building administration concerning unexpected or unusual work problems.
-  Inspects area to assure maintenance of safety, sanitary, and security standards.
-  Assures maintenance of fire extinguishers and other firefighting equipment.
-  Submits accident reports.
-  Protects property from pilferage, misuse or vandalism.
-  Performs security checks as required.
-  Inspects work performed by outside contractors and prepares reports on his or her findings.
-  Coordinates and oversees custodial supports required for after-school activities.
-  Performs building cleaning activities.
-  Assigns, directs and does follow-up on the work performed by custodial employees.
- Maintains pesticide log sheets for school site and assists with any identified pest problems on the school campus.
- Responds and assists as designated essential personnel during situations including but not limited to inclement weather assignments, vandalism, and emergency repairs.
- Coordinates snow removal efforts to assume re-opening of the building as quickly as possible.

SALARY

- ☺ Performs other work-related duties as assigned.
- ☺ This is a full-time twelve-month position. Salary range based on Grade 4 of the FY 2024-2025 AFSCME Salary Schedule for Twelve Month AFSCME Employees Personnel. Starting Salary: \$39,920– Maximum Earnings Potential \$56,114.
- ☺ 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.
- ☺ Two years of experience in a custodial, mechanical, or related trade, one year of which was supervisory, assistant supervisor, and/or lead worker.
- ☺ Must hold and have maintained a Fourth Grade Stationary Engineer's License issued by the Maryland State Board of Stationary Engineers.
- ☺ Required to attend pesticide application training with HCPS facilities and maintain a pesticide certification applicator card.
- ☺ Able to read and prepare requisitions and labels and is accountable for the ordering, receipt, storage and security of all supplies and equipment used by the custodial staff.
- ☺ Individuals appointed to this position may be require to hold and maintain a valid driver's license to carry out the essential functions of the position.
- ☺ Physically able to perform the essential functions, with or without reasonable accommodations, 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 back mounted equipment. Various lifts, tools and mechanical means of assistance should be employed for lifting heavier supplies, equipment, and material.
- ☺ Must be able to give and explain directions in a clear and precise manner and supervise others utilizing good human relation skills.

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.

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