



## 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

March 3, 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.

### ON-SITE CONSTRUCTION OWNER'S REPRESENTATIVE/COORDINATOR Central Office – Planning & Construction




The On-Site Construction Owner's Representative/Coordinator acts as the primary liaison between the HCPS Planning and Construction Department, the construction team, and the school facility. This role ensures that the owner's interests are represented throughout the life of the construction project from the start of construction to completion and closeout.

#### 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.*

-  Project Coordination:
  - Observe on-site construction activities, monitor progress, and identify potential issues.
  - Coordinate with project stakeholders, including contractors, architects, engineers, consultants, and Authorities Having Jurisdiction (AHJ).
-  Attends and participates in pre-bid, pre-construction, progress meetings, owner's meetings, and foreman's meetings.
-  Conduct construction document review.
-  Conduct, and/or witness material and equipment testing.
-  Develop and maintain project files and manage related documents.
-  Assists the Planning and Construction Department Staff in the management of project activities including but not limited to, on-site inspections of work in progress, punch list completion, equipment demonstrations, warranty period work, assist in coordination with furniture moving contractor, and new furniture vendor.
-  Assists and coordinates with the material testing consulting firm.
-  Assists the school administration throughout the project to help resolve on-site related issues and preparing for occupancy.
-  Interacts with governmental officials, school and central office staff, vendors, and consultants.
-  Collaborates with other departments and supervisors as needed to assist in the planning and scheduling of work assignments.
-  Conduct regular on-site inspections to ensure compliance with project specifications, codes, and regulations.
-  Conduct inspections of construction progress, material installations, product deficiencies, quality control and quality assurance, and produce associated inspections reports.
-  Performs other work-related duties as assigned.





## WORKING CONDITIONS MAY INCLUDE

-  On-site work environment, with regular visits to the project site.
-  Frequent travel to project meetings and site visits.
-  Ability to work independently, with minimal supervision

## SALARY

-  \$49.35 an hour, Part-time - up to 18 hours a week with flexibility to adjust to project needs.
-  Non-benefitted position.
-  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 jobsite experience. Five years of relevant construction jobsite experience may be substituted for the Associate of Arts Degree.
-  Strong organizational, interpersonal, and oral written communication skills.
-  Ability to read and interpret drawings and schematics associated with all aspects of construction.
-  Availability: Average 18 hours per week, with flexibility to adjust to project needs.

## 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: \(hcps.org\)](#) 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**