



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 12, 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.

BUILDING EQUIPMENT MAINTENANCE I Central Office - Facilities July 1st Vacancy

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.

- Assists with the repair, rebuilding, and replacement of venetian blinds, drapes, and curtains.
- Assists with repairs to lockers and associated hardware.
- Assists with the repair and replacement of door closures, panic hardware, furniture, and a variety of pieces of physical education equipment.
- Assists with cutting, removing, securing, and transporting glass and the use of special glazing tools.
- Assists with the erection of scaffolds, ladders, and other staging equipment.
- Assists with waterproofing operations, such as caulking and sealing.
- Uses all hand tools, layout and measuring devices, charts, formulas, finishing tools, and materials associated with the building and hardware trades.
- Utilizes the necessary vehicles when transporting personnel, tools, and materials to and from job sites and loads/unloads materials, supplies, and equipment.
- Assists with repairs to flag poles and associated hardware.
- 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 4 of the FY 2024-2025 AFSCME Salary Schedule for Twelve Month AFSCME Employees. Starting Salary: \$39,920– Maximum Earnings Potential \$56,114. Those who are entering or returning to employment with Harford County Public Schools will begin on Step 1.
- 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>

TRAINING AND EXPERIENCE REQUIRED

-  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.
-  Three 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.
-  Knowledge of hand and power tools associated with building trades, including skill in the use of the tools 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. 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