



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: [talentmanagement@hcps.org](mailto:talentmanagement@hcps.org)

[www.hcps.org](http://www.hcps.org)

## VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

June 16, 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.

### ENVIRONMENTAL COMPLIANCE ASSISTANT I Central Office - Facilities

To ensure that all buildings, facilities, procedures, and policies are in compliance with federal, state, and local regulations pertaining to environmental concerns, such as the Asbestos Hazard Emergency Response Act (AH ERA), Clean Water Act, Safe Drinking Water Act, hazardous materials, indoor air quality, underground storage tanks, and wastewater.

#### 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.*

- Performs necessary tasks to maintain and ensure compliance with water and wastewater rules and regulations.
- Prepares and maintains documentation necessary for water quality sampling and analysis, wastewater analysis, and sludge removal.
- Maintains all water treatment facilities and injection systems to include daily monitoring of the operation and analysis of water and wastewater samples.
- Analyzes samples on site with injection systems for drinking water to ensure conformance with safe drinking water guidelines.
- 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 2025-2026 AFSCME Salary Schedule for Twelve Month AFSCME Personnel. Starting Salary: \$45,974– Maximum Earnings Potential \$64,622. 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>
- 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; college credits from an accredited college or university preferred.
-  Hold and maintain a valid driver's license.
-  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.
-  Hold and maintain a Maryland Water and Wastewater Treatment Plant Operator's License and other required certificates.
-  Able to follow directions, operate monitoring equipment, compare data, and maintain accurate records.
-  Able to make adjustments to water treatment equipment and diagnose and perform minor repairs including climbing into well pits and accessing lower mechanical rooms.
-  Must be available to respond to emergency calls, 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 applications will be accepted for this vacancy until June 27, 2025. Candidates who apply by June 20, 2025, will receive immediate consideration.

*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: \(hcps.org\)](http://www.hcps.org/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: \(hcps.org\)](http://www.hcps.org/non-discrimination-statement) and found on HCPS' homepage.*

### AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE