



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

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

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

September 21, 2021

AN EQUAL OPPORTUNITY

### VACANCY ANNOUNCEMENT

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.

### CUSTODIAN II – Shift 2 Emmorton Elementary School

To assist school staff with instructional programs, activities, and personal needs of students.

#### DUTIES AND RESPONSIBILITIES INCLUDE

*These items are intended only as examples of the various types of job duties to be performed. 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 all custodial functions required to maintain good housekeeping including sweeping, scrubbing, waxing, polishing, deodorizing, and collecting and removing trash.
- Assigns, directs, and follows-up on the work of custodial employees.
- Inspects work of assigned personnel and directs corrective measures to secure satisfactory performance to meet established standards.
- Conducts inventory, requisitions supplies and equipment, and is responsible for the security of the items.
- Reports needed repairs.
- Instructs employees in the methods and use of materials and equipment as required for the performance of their work and maintains established standards.
- Executes rules and regulations and safety rules.
- Maintains operating records as requested.
- Supervises preparation for special events.
- Checks time cards.
- Understands and performs basic boiler and rooftop unit maintenance and operation.
- 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

Grade 3 of the Salary Schedule for AFSCME (\$32,202)

#### REQUIREMENTS

- High school diploma or GED.
- Able to read, understand, and apply written instructions, including work procedures, product labels, material safety data sheets, and equipment instruction manuals.
- Two years of experience in a custodial, mechanical trade or related area, preferred.
- Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including handling of mops, buckets of material weighing up to 50 pounds, and the ability to climb ladders in excess of 15 feet as well as erect scaffolding, plus utilization of back mounted vacuums.
- Must be able to assist with lifting and moving heavy objects over 50 pounds, such as teacher desks, file cabinets, and other furniture equipment.
- Individuals appointed to this position may be required to hold and maintain a valid driver's license to carry out the essential functions of the position.

## 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 does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***