

## **Custodian, Day Supervisor I**

*A complete application includes all application materials, proof of education and three supervisory references. HCPSS employees must have at least one reference from a current supervisor. References must be updated annually.*

*Applicants must submit all required materials by the closing date.*

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. Serving over 59,000 students, our mission is to ensure academic success and social emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

### **Description:**

This is a working supervisory custodial position. An employee in this class, with technical supervision from the building supervisor, custodial manager or assistant manager and administrative supervision from a building supervisor, is responsible for the cleanliness and maintenance of the assigned facility and grounds. The incumbent provides supervision of assigned custodians. Work is evaluated through observation while work is in progress and by inspection of completed assignments.

### **Essential Job Functions:**

- Coordinates and directs all aspects of routine building and grounds maintenance including general cleaning, snow removal and lawn mowing
- Performs inspections to ensure building security and cleanliness of the building
- Ensures custodial staff is trained to secure building and equipment
- Cleans buildings by sweeping, dusting, mopping, scrubbing, sealing, washing surfaces, vacuuming, buffing surfaces, etc.
- Performs ground maintenance by mowing, watering, sweeping and weeding
- Moves and stores furniture and equipment
- Removes snow and ice
- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Ability to pick up and carry 65 pounds
- Ability to stand for prolonged periods of time
- Must be available for emergency calls

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **Examples of Work:**

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Dr. Michael J. Martirano, Superintendent

- Makes custodian job assignments and ensure the completion of work
- Performs general building maintenance to include: cleaning bathrooms, dusting, washing windows, scrubbing walls, cleaning furniture, filling dispensers, moving furniture, washing chalkboards, assists in the cafeteria, cleans trays, replace light bulbs and neon tubes, removes gum, pick up trash from floors, clean drinking fountains, and clean trash cans
- Makes minor repairs
- Checks and clean equipment
- Opens and secure building
- Floor maintenance to include: vacuum, sweep, dry and wet mop, scrub, wax, and buff
- Outdoor maintenance: pick-up lawn debris, shovel snow, cut grass, clean sidewalks
- Operates cleaning equipment: vacuum cleaner, scrubber, buffer
- Uses buckets, wet and dry mops, brooms
- Operates grass-cutting equipment
- Performs other duties as assigned

**Minimum Qualifications:**

**Applicants must meet all of the qualifications, listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.**

**Education:**

High School diploma or GED (must scan and upload to the online application). Foreign credentials must be evaluated as U.S. High School diploma or above.

**Experience:**

One year of experience as a custodian.

**Physical Requirements:**

- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Ability to pick up and carry 65 pounds
- Ability to stand for prolonged periods of time
- Ability to climb ladders and stairs

**Required Knowledge, Skills and Abilities:**

- Knowledge of housecleaning methods, practices and materials used in clean maintenance operations
- Knowledge of equipment, supplies and practices in housekeeping management
- Knowledge of procedures and methods used to requisition supplies and maintain supply records and reports
- Knowledge of building maintenance to include boilers and building mechanical systems
- Ability to make minor repairs and assemble furniture and equipment used at an assigned facility
- Knowledge of current negotiated agreement, Integrated Pest Management Program (IPM) booklet and Energy Management Program (EMP0, Automated Service Request Information Systems General (ASRIS)
- Knowledge of supervision and leadership principals
- Ability to communicate effectively in writing and orally
- Ability to plan and organize work, delegate work to others, be a self-starter and motivate others
- Ability to provide leadership to the custodial staff
- Strong human relations skills with students, administrators, co-workers, parents and the community
- Ability to hear the normally spoken word at 25 feet
- Ability to operate cleaning and grass cutting machines
- Willingness to attend and participate in training sessions
- Ability to learn and practice acceptable cleaning methods
- Willingness to acquire skills in the operation of cleaning and grass-cutting machines used in the assigned facility.

**Salary:**

This is a 12-month position, Salary Grade 6 on the Custodial Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/afscme-agreement.pdf>) \$17.16 to \$29.22 per hour (Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System). **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

**Application:**

A complete online application and all application materials, including **three** reference surveys, must be submitted by the closing date to be considered. **Internal candidates must have a minimum of one reference from a current supervisor from within HCPSS, returned by the closing date of the posting.**

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment

- Experience to meet the minimum qualifications
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript

For questions regarding this vacancy, please contact:

Laurie Watts  
Recruitment Specialist  
Office of Human Resources

[Laurie.Watts@hcpss.org](mailto:Laurie.Watts@hcpss.org)

**Additional Information:**

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

**Pre-employment Physical:**

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

**Employee Safety:**

This employee is responsible for directing assigned custodians in the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The building supervisor is also required to direct and supervise custodians in the safe operation of equipment and in the safe practices and methods related to their particular job.

This employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, students, staff or community assigned to the building and reporting same to the appropriate administrator.

**Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.**

*Equal Opportunity Employer*



Office of Human Resources  
10910 Clarksville Pike  
Ellicott City, MD 21042  
Nicole M. Carter, Executive Director

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The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.

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Dr. Michael J. Martirano, Superintendent