

## **Materials Handler Logistics Center**

*A complete application includes all application materials, proof of education and three supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS. References must be updated annually. Applicants must submit all required materials by the closing date.*

*Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.*

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

### **Description:**

This position involves the physical movement of various types of materials within and outside the school system. This individual works under the supervision of the Logistics Center Manager. Performance is evaluated periodically.

### **Essential Job Functions:**

- Requires physical movement of various types of materials and equipment within and outside the school system
- Ability to lift at least 45 pounds repeatedly without mechanical assistance and up to 100 pounds with mechanical assistance
- Ability to climb up and down stairs with heavy loads, to load and unload materials
- Knowledge and safe operation of forklifts and tow motors and the use of hand trucks and dollies
- Ability to perform physical labor in adverse weather
- Ability to read detailed instructions
- Ability to operate light and medium weight trucks

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:**

- Evaluates daily shipping documents, determines route, loads material per route, and verifies load within shipping documents
- Drives to site, loads and unloads materials and obtains necessary signatures
- Reports necessary vehicular repair to supervisor
- Delivers school mail, interoffice mail, interschool film delivery, and board packets to

Board Members

- Moves large and/or heavy equipment and materials within or between schools
- Repairs school furniture and supports renovations of schools and offices
- Supports surplus auction
- Operates motor vehicles.

**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 driving experience

**Required Licenses and Certificates:**

- Must have a valid driver's license with a requirement to advance to a Commercial Driver's License (CDL) with air brake endorsement within six (6) months.
- Must have a good driving record.

**Physical Requirements:**

- Ability to lift at least 45 pounds repeatedly without mechanical assistance and up to 100 pounds with mechanical assistance
- Ability to climb up and down stairs with heavy loads, to load and unload materials
- Knowledge and safe operation of forklifts and tow motors and the use of hand trucks and dollies
- Ability to perform physical labor in adverse weather

**Required Knowledge, Skills and Abilities:**

- Ability to read detailed instructions
- Ability to operate light and medium weight trucks
- Ability to observe and detect vehicular problems
- Ability to make judgments in the absence of the direct supervisor and accommodate requests which may interfere with the normal routine

- Knowledge and ability to repair school furniture and support renovations of schools and/or offices
- Ability to fill out vehicle trip tickets and preventive maintenance reports
- Knowledge of safe operation of forklifts and tow motors and the use of hand trucks and dollies
- Knowledge of procedures for lifting heavy items
- Knowledge of truck loading procedures
- Ability to carry items up and down steps
- Strong human relations skills and excellent customer service skills. This position involves constant contact and positive interaction with staff, schools, administrators, co-workers, Purchasing Department, vendors and the community

**Salary:**

This is a 12-month position, on the Maintenance/Warehouse Salary Scale in the AFSCME Master Agreement [www.hcpss.org/f/employment/afscme-agreement.pdf](http://www.hcpss.org/f/employment/afscme-agreement.pdf)  
Salary Grade 4 (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
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript (**must upload to online application**)

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:**

The employee is responsible for using safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to his/her particular job.

The employee is further responsible for correcting and/or reporting any conditions within the building or grounds which may be hazardous to employees, students or staff members assigned to the building.

The employee is responsible for the safety and maintenance condition of their assigned vehicle.

**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***

*HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.*



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Dr. Michael J. Martirano, Superintendent