

## **Custodian, Night Supervisor I**

*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 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

### **Examples of Work:**

- 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

- Make minor repairs
- Check and clean equipment
- Open 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
- Operate cleaning equipment: vacuum cleaner, scrubber, buffer
- Use buckets, wet and dry mops, brooms
- Operate grass-cutting equipment

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.

### **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 equivalent. Foreign education credentials must be evaluated by an MSDE approved organization and evaluation uploaded to the application.

<https://marylandpublicschools.org/about/Documents/DEE/Certification/ForeignEvaluationAgencies.pdf>

### **Experience:**

Six months 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:**

- Working knowledge of housecleaning methods, practices and materials used in clean maintenance operations
- Working knowledge of equipment, supplies and practices in housekeeping management

- Procedures and methods used to requisition supplies and maintain supply records and reports
- Working 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 (EMPO, Automated Service Request Information Systems General (ASRIS))
- General 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
- 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 5 on the Custodial Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/afscme-agreement.pdf>) (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 from supervisors, 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

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***

*HCPSS is an Equal Opportunity Employer and Prohibits Discrimination, Harassment and Retaliation of Any Kind: HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants; and prohibits discrimination, harassment, and retaliation of kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. 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.*