

## **Custodian, Day Supervisor II**

*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.*

**HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.**

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 custodial services manager or assistant manager and administrative supervision from a building administrator, is responsible for the cleanliness and maintenance of the assigned facility and grounds. This individual works in conjunction with the Night Custodial Supervisor II to ensure the cleanliness of the building. The incumbent exercises general supervision over 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
- Ability to pick up and carry 65 pounds
- Moves and stores furniture and equipment
- Removes snow and ice
- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Must be available for emergency calls.
- Performs other duties as assigned.

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:**

- Maintains a school system facility
- Periodically inspects assigned areas and tasks to ensure work is performed in accordance with established standards
- Maintains necessary records and prepares reports, requisitions and receives supplies
- Issues cleaning materials
- Maintains a basic custodial supply reserve
- Cleans, lubricates, adjusts and performs other preventive maintenance on buildings and equipment
- Notifies the principal of necessary repairs which are beyond the scope of the assigned custodial personnel
- Assigns and supervise custodians relevant to tasks
- May be responsible for employee evaluations and relevant documentation
- 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:**

Two years 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 cleaning and 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
- Knowledge and ability to maintain boilers and building mechanical systems
- Ability to make minor repairs
- Ability to assemble furniture and equipment used at an assigned facility
  - Knowledge of current negotiated agreement, Integrated Pest Management Program (IPM) booklet and Energy Management Program (EMP), 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
- Knowledge of electrical, mechanical, plumbing and servicing contractors
- Knowledge of the English language
- Ability to understand operating manuals
- Ability to understand warning instructions on cleaning items
- Ability to hear the normally spoken word at 25 feet
- Ability to work outdoors under adverse weather conditions
- Ability to climb ladders and stairs
- Ability to pick up and carry 65 pounds
- Ability to operate cleaning and grass cutting machines
- Ability to stand for prolonged periods of time
- Ability and willingness to attend and participate in training sessions
- Ability to learn and practice acceptable cleaning methods
- Ability and 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 7 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, 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. Education obtained outside the United States must be evaluated and the evaluation uploaded to the 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:**

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. 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.*