

Custodian Floater, Supervisor

*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. Under the general supervision of the Custodial Services Manager or Assistant Manager, an employee in this class will supervise custodians in any location where he/she is assigned. Assignments may be made on the elementary, middle, high school or special building level on the night shift.

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 operation
- Cleans buildings by sweeping, dusting, mopping, scrubbing, sealing, vacuuming, buffing, and/or washing 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
- 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.

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 and one year of experience as a building supervisor or night custodial supervisor.

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

Other Qualifications:

- Knowledge of housecleaning methods, practices and materials used in clean maintenance operations
- Knowledge of equipment, supplies and practices in housekeeping management
- Procedures and methods used to requisition supplies and maintain supply records and reports
- Knowledge and ability to maintain 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 (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
- Ability to hear the normally spoken word at 25 feet
- Ability to work outdoors under adverse weather conditions
- Ability to operate cleaning and grass cutting machines
- 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 5 on the Custodial Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) \$17.30 to \$30.41 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. References from coworkers and other personal references are not acceptable. 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

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. 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.