

Custodial Specialist

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 work involves specialized cleaning, maintenance, and repair work to schools and other building facilities under the general supervision of Custodial Management. An employee in this class works independently performing skilled cleaning of gymnasium hardwood floors; synthetic floors; and resilient floors of all types, including various types of tile; and the cleaning and repair of carpet, as assigned. Work is evaluated through inspection upon completion of assignments.

Essential Job Functions:

- Cleans and refinishes floors and floor coverings such as synthetic floors, carpets, etc.
- Operates heavy equipment and machinery
- Requires extensive crawling, stooping, pushing, climbing, bending and lifting
- Must be available for emergency calls
- Ability to communicate effectively in writing and orally
- 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 stand for prolonged periods of time

Examples of Work:

- Cleans and light scrubs synthetic floors
- Wet strips resilient floors
- Vacuums
- Dry clean carpets
- Extracts stain and soil, removes spots and shampoos carpet
- Dry strips floors
- Mixes chemicals

- Tapes and paints lines on gymnasium floors
- Spray buffs using a 300 rpm machine
- Waxes and buffs floors using multiple rpm equipment
- Spray finish floors using power sprayer
- Operates automatic scrubber or equipment necessary to complete the task

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:

Three years of experience as a custodian and two years of experience as a building supervisor or night custodial supervisor.

Required Licenses and Certificates:

Valid driver's license and a good driving record.

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 cleaning materials and equipment
- Working knowledge of methods and procedures for rug cleaning, gymnasium floor maintenance, floor stripping and waxing
- Working knowledge of specialized treatment and maintenance of gymnasium floor and resilient floors.
- Proficiency in rug cleaning, floor stripping, gymnasium floor maintenance and waxing and

buffing floors.

- Skilled in the operation of all cleaning equipment, including high-speed machines and power sprayers
- Ability to operate high-pressure graffiti washer
- Working knowledge of spotting and cleaning small areas of carpet
- Ability to tape and repaint lines on gymnasium floors
- Working knowledge to mix chemicals
- Ability to communicate effectively in writing and orally
- 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 to stand for prolonged periods of time
- 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
- Strong human relations skills with students, administrators, co-workers, parents and the community
- Ability to read maps to locate schools and facilities belonging to the Department of Education
- Knowledge of safe driving practices and the utilization of safe driving habits as verified by employee's driving record.

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>) \$18.58 to \$33.41 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 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
(410) 313-1521
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

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.