

## **Assistant Manager of Custodial Equipment**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under general direction and supervision of the Manager of Custodial Services, the Assistant Manager of Custodial Equipment will be responsible for oversight of the Preventive Maintenance Program and the mechanics who service and assist with the Custodial equipment. This position is responsible for the tracking of and reporting of all repair work orders, purchasing replacement equipment and repair parts. The Assistant Manager of Custodial Equipment works closely with all positions in the Custodial office as well, school-based staff, Central Office staff, and outside vendors.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Responsible for all service records, Preventive Maintenance reports, submission of the report and analyzing the data in collaboration with Custodial Management.
- Recommends equipment replacement options aligning with best practices and industry standards.
- Supervises daily tasks, schedules, and tracks all repair order requests for the mechanics ensuring repairs are completed in a timely manner.
- Orders parts and inventory from vendors specified.
- Evaluates vendor services, holding them accountable for timely turnaround on parts and equipment.
- Provides training and diagnostic support for equipment repairs.
- Maintains service records and preventive maintenance reports for custodial equipment.
- Collaborates with the Custodial Trainer pertaining to equipment operation and maintenance practices for the equipment.
- Prepares and submits preventive maintenance reports and equipment neglect reports to Custodial Management.
- Develops and maintains preventive maintenance schedules for all custodial 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 the following qualifications, listed below, to be considered for the vacancy. A combination of education and experience will be considered.**

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
High school diploma or GED equivalent.	<ul style="list-style-type: none"> <li>• Twelve (12) years of experience in ordering commercial small engine equipment and inventory management and Three (3) years of supervisory experience.</li> <li>• Proficiency with using Microsoft Office (Outlook, Excel, and Word)</li> <li>• Preventive Maintenance experience, including equipment identification ordering, receiving, stocking, issuing, and maintaining inventory records.</li> </ul>
Associate degree with successful coursework in supply chain and operations management.	<ul style="list-style-type: none"> <li>• Six (6) years of experience in ordering commercial small engine equipment and inventory management and Three (3) years of supervisory experience.</li> <li>• Proficiency with using Microsoft Office (Outlook, Excel, and Word)</li> <li>• Preventive Maintenance experience, including equipment identification ordering, receiving, stocking, issuing, and maintaining inventory records.</li> </ul>
Bachelor's degree with successful with course work in supply chain and operations management.	<ul style="list-style-type: none"> <li>• Three (3) years of experience in ordering commercial small engine equipment and inventory management and Three (3) years of supervisory experience.</li> <li>• Proficiency with using Microsoft Office (Outlook, Excel, and Word)</li> <li>• Preventive Maintenance experience, including equipment identification ordering, receiving, stocking, issuing, and maintaining inventory records.</li> </ul>

**PREFERRED QUALIFICATIONS**

- Five (5) years of experience in electrical motor and small gas engine repair field.
- One (1) year of experience in an educational and/or governmental environment.
- Experience working in a K12 environment.

### **LICENSURE**

- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record.

### **Physical Requirements**

- Lift and carry up to (50 - 100 lbs.)
- Ability to sit, stand, walk, kneel, stoop, twist, climb, and drive to different sites and locations
- Exposure to the outdoors, chemical and mechanical hazards.

### **Special Requirements**

- Position requires ability and willingness to carry a mobile phone to respond to calls 24 hours a day/7-days a week

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum (and preferred) qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview). HCPSS requires an official evaluation of foreign credentials to verify educational qualifications.

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### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators, Non-Certificated Supervisory (HCASA-NCS) employee bargaining unit. The current salary range for this position is on the Non-Certificated Supervisors Salary Scale, \$96,000 - \$129,109. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA-NCS Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact: [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org)

***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. 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.