

Emergency Generator Technician

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 the direction of the Building Maintenance Management team, we are seeking a candidate skilled in emergency generator maintenance and repairs. Responsibilities will include performing thorough diagnostics, replacing parts, monitor/replace oil and fluid levels, conduct safety and preventative maintenance (PM) inspections, update maintenance and repair records.

The Howard County Public School System has over 95 industrial diesel and natural gas generators ranging from 25kW to 500kW from brands like Cummins, Caterpillar, Kohler, Generac, and MTU. They provide critical back-up power to support life safety equipment, fire suppression, food storage, water and heating systems, and IT technology systems.

ESSENTIAL POSITION RESPONSIBILITIES

The following list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

- Conduct safety and preventative maintenance (PM) inspections on emergency generators to keep operational and 100% reliable in case of power failure for all schools and office building locations system wide.
- Monitor oil and fluid levels, belts, hoses, batteries and update maintenance and repair records.
- Diagnose and troubleshoot problems, make all critical and applicable repairs and adjustments.
- Remove and install parts, disassemble, and assemble components and test and adjust assemblies, conduct generator pre-start and start-ups in accordance with the manufacturer checklist and use resistive load bank equipment for testing and repair of generators.
- Perform operational tests and preventive maintenance inspections on a scheduled basis.
- Performs required oil changes and tune-ups.
- Performs service on or replace filters, belts, hoses, batteries any other expendable parts of various school system generators.
- Report to management life-cycle replacement schedules and assist with design reviews for replacements.
- Maintains automatic transfer switches and associated electrical gear to ensure operational effectiveness of the Emergency Generator Systems.
- Ensures fuel levels are maintained for effective run times
- Respond to routine and emergency calls for repairs and service.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough understanding of electricity and how electricity functions as related to engine generators.
- Ability to troubleshoot and diagnose equipment break-down and failures.
- Ability to read technical manuals, disassemble and reassemble, and use testing devices, such as ammeters and voltmeters, to identify problems.
- Ability to complete inspections, preventive maintenance, correct deficiencies, and keep records for entire fleet of emergency generators.
- Ability to run load bank tests on diesel and natural gas generators.
- Maintain cooling systems on generators, check and adjust belts, grease bearings, and monitor coolant levels.
- Ability to make wiring modifications to control circuits and electrical apparatus including automatic transfer switches.
- Thorough understanding of automatic transfer switches and operation from normal to emergency power sources.
- Hands-on experience working on power generation units, diesel and/or natural gas engines, and Automatic Transfer Switches (ATS)
- Inspecting, maintaining, troubleshooting, diagnosing, repairing and testing 25kw – 500kw generator systems
- Ordering replacement parts and services in efficient and effective manner
- Performing electrical and mechanical repairs to the engine, generator, or components
- Proficient in using power tools and hand tools
- Basic computer skills
- Strong written and verbal communication skills.
- Possesses advanced customer service skills with excellent communication capability.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education: High school diploma or GED equivalent.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

Experience: three (3) years of experience as generator or automotive mechanic.

PREFERRED QUALIFICATIONS

- ASE Certification from the National Institute for Automotive Service Excellence (ASE).

LICENSURE

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

PHYSICAL REQUIREMENTS

- Ability to stand for extensive periods of time, walk, sit, bend, kneel, squat, climb, and use arm and hand movements
- Ability to carry tools and to handle materials and equipment of 80 to 100 pounds, etc.
- Ability to work at heights on aerial lifts, scaffolding, catwalks, stepladders and/or extension ladders
- Ability to crawl in, under, over, or through equipment and work in confined spaces
- Ability to work in adverse weather conditions

- Ability to respond to emergency calls, 24 hours a day/7 days a week

PRE-EMPLOYMENT PHYSICAL

- The person selected for this position must meet all requirements of the physical examination including a color vision test.

EMPLOYEE SAFETY:

- The employee is responsible for using safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to their particular job. The employee is further responsible for correcting and/or reporting any conditions within the building or grounds that may be hazardous to employees, students, or staff members assigned to the building.
- The employee is responsible for the safety and maintenance condition of their assigned vehicle.

SPECIAL REQUIREMENTS

This position is designated as an “emergency employee” under the AFSCME negotiated agreement and may require a response during inclement weather and other emergencies. When work cannot be scheduled during the school year during normal hours, weekend/evening and shift work may be required as allowed by the AFSCME negotiated agreement. Maintenance employees are issued a school system cell phone to receive calls from their supervisor and respond to emergency events as needed.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will receive 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.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the American Federation of State, County, and Municipal Employees (AFSCME) employee bargaining unit. This position is Grade IX on the Audio Visual/ Grounds/ Maintenance/ Warehouse salary scale, \$23.77 to \$42.33 per hour. Actual placement will be in accordance with the salary procedures of the HCPSS and the AFSCME Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is non-exempt.

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 HCPSS.

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 (e.g., resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
laurie_watts@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.