

Assistant Manager, Custodial Services

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. 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 Manager of Custodial Services, the Assistant Manager is responsible and accountable for designated areas of Custodial Services; this includes buildings, personnel, and field activities. The Assistant Manager provides the highest level of customer service and provides leadership in the planning and implementation of daily operations of the Office of Custodial Services.

ESSENTIAL POSITION RESPONSIBILITIES

- Collaborate with the Custodial Manager to develop the training and cleaning programs for Custodial Services.
- Implementation of the daily cleaning activities in multiple school sites.
- Provide site-based leadership, coaching and mentoring for custodial staff to provide quality care of the buildings.
- Communicate with school administrators to meet the needs of the staff and buildings.
- Communicate with managers, administrators, and staff regarding delivery of custodial services.
- Perform and review periodic inspections of school buildings to ensure the quality of care and identify the needs of buildings and make recommendations when necessary.
- Interpret, implement, disseminate and ensure compliance with policies and procedures for countywide operations of custodial services.
- Assist Custodial Manager with monitoring and controlling expenditures for Custodial Services budget.
- Collaborate with Custodial Manager to provide on-going training for all custodial work force, to include professional development and technical training.
- Provide appropriate and effective communication to ensure the highest level of customer service.
- Assume leadership of Custodial Services operations during the absence of the Manager.
- Report to management, on-the-ground coordination in inclement weather and emergency situations.
- Assist with the Quality Assurance program at all sites, including quality inspections.
- Serve on system-wide committees as needed.
- Provide evaluation of team members' work performance.
- Serve on interview panel and recommends selection and assignment of new personnel.
- Flexibility to work all shifts, with the majority on the second shift.
- Familiarity with operation and repair of custodial equipment. Ensures custodial staff is utilizing and maintaining available equipment to perform tasks efficiently and effectively.
- Use all available resources to ensure that the maintenance and cleaning of school buildings is completed, and coverage is provided to custodial staff to ensure appropriate staffing in buildings.
- This position is classified as "essential" and requires the ability to be on call and respond to calls 24 hours per day, 7 days per week. Individuals in this position are issued an HCPSS mobile phone for these purposes. Accepting this position would require that you meet these requirements during your tenure with HCPSS.

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 following qualifications listed below to be considered for the vacancy. Applicants who do not meet all minimum qualifications as detailed on the application will not be considered for the position.

Education

- High School diploma or equivalent.

Experience

- Five (5) years of custodial experience.

PREFERRED QUALIFICATIONS

- Two (2) years experience as a custodial supervisor or lead custodian.
- One (1) year experience managing multiple managers or staff members at multiple locations.
- Two (2) years experience providing training, performance management and evaluations, or providing input used for the purpose of performance management and evaluations.
- One (1) year of custodial experience within a school system.

LICENSURE

- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record
- A complete driving record will be requested as a condition of employment

SELECTION REQUIREMENTS

Applicants who meet the minimum 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 and preferred qualifications 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).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators (HCASA) Non-Certificated Supervisory (NCS) employee bargaining unit. The current salary range for this position is \$102,094 - \$151,558. 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. In addition, those selected applicants may be required to complete a skills assessment or performance task prior to or during interview.

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, and educator certification documents) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact: 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.