

Senior Lead, Custodian Day Floater

A complete application includes all application materials and proof of education.

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:

The main function of this position is to oversee the Frontline Absence Management System operations for managing custodial absences. The individual in this role will coordinate with all Assistant Managers as well as Custodial Day and Night Leads within the Office of Custodial Services to ensure coverage due to absences, vacancies, and employees on leave across the entire county for all schools. This role will analyze the needs of the county as it pertains to custodial coverage for all schools. This role also includes responsibilities in the areas of inspections, snow operations and input for evaluations in collaboration with the Assistant Manager who has Custodial Floaters as direct reports. The role will be responsible for opening buildings when necessary. This position is designated as an “emergency employee” under the AFSCME negotiated agreement and requires a response during inclement weather and other emergencies.

Essential Job Functions:

- Assigning custodial floaters and priority subs across the county to fill reported vacancies for each day
- Visiting schools where custodial floaters and priority subs have been assigned to ensure standard practices are occurring.
- Team building/coaching. Examples include meeting with existing floating and priority sub staff as well as being a part of interview panels to fill floating custodial vacancies.
- Participation in snow event operations.
- Ability to drive a Howard County Public School System vehicle with a trailer attached to it.

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.

Required Knowledge, Skills and Abilities:

- Proficient in Microsoft Office
- Strong written and verbal communication skills

- Strong organizational abilities
- Ability to work with a consistent strong sense of urgency
- Ability to be consistently reliable
- Ability to effectively manage multiple forms of communication calmly at the same time - emails, phone calls, text messages, in person communication
- Ability to coach up and train/re-train members of the custodial floater team
- Ability to drive an HCPSS vehicle with trailer attached (travel between schools and the pickup and drop-off of custodial floaters)
- Ability to be flexible and adapt to everchanging scenarios

Physical Requirements:

- 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 period of time

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 by an MSDE approved organization. For a list of approved vendors, please click [here](#)

Experience:

3 years custodial related experience
2 years of custodial supervisory experience

Required Licenses and Certificates:

Valid driver's license with 2 or less points on your 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>) plus 16% Senior Lead Responsibility Differential (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 proof of education and experience to meet at least the minimum requirements.

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@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 experience 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 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.