

## **Senior Lead, Custodian, Night Specialized**

*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:**

Under the supervision of an Assistant Manager in Custodial Services, the Custodial Specialist Leadman is responsible for the day-to-day direction and coordination of all activities for the custodial Specialist and custodial personnel assigned to them. This work involves specialized cleaning, maintenance, and repair work to schools and other building facilities. 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. Additionally, this role will conduct and oversee the function of high dusting. This position is designated as an “emergency employee” under the AFSCME negotiated agreement and may require a response during inclement weather and other emergencies.

### **Essential Job Functions:**

- Conducting and overseeing work in the following areas: specialized cleaning, maintenance, and repair work to schools and other building facilities, 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 well as high dusting.
- Ordering materials and supplies
- Planning out the week for addressing work orders and strategically deploying staff
- Training, administrative duties (closing out work orders, meetings with team/supervisor)
- 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

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

**Experience:**

Three years of experience as a custodian and two years of experience as a lead custodian.

**Preferred Experience:**

Five years of experience as a custodian and three years of experience as a lead custodian

**Required Licenses and Certificates:**

Valid driver's license and two or less point on your driving record.

**Physical Requirements:**

- Requires extensive crawling, stooping, pushing, climbing, bending and lifting
- 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

**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 climb ladders and stairs and stand for prolonged periods of time
- Ability to pick up and carry 65 pounds
- Ability to operate cleaning and grass-cutting machines
- Willingness to attend and participate in training sessions
- Ability to learn and practice acceptable cleaning methods
- Knowledge of computers to include Word, ASRIS, and Staff Hub
- Demonstrated customer-service orientation
- 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.
- Ability to drive an HCPSS vehicle with trailer attached

**Salary:**

This is a 12-month position, Salary Grade 7 on the Custodial Salary Scale in the AFSCME Master Agreement plus 12% supplemental senior lead pay (<https://www.hcpss.org/f/employment/afscme-agreement.pdf>) (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: [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@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.