

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

December 10, 2020

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I. Administrative Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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I. Administrative Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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I. Administrative Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
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I. Administrative Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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I. Administrative Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

	Name/Assignment	Site	Effective/Action
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I. Administrative Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	
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I. Administrative Actions**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
GILMORE, KEYONDA MARIE AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	Effective 2020-11-02 12 MONTH / Annual

I. Administrative Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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I. Administrative Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignments</u>
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I. Administrative Actions**D. TRANSFER**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
FOSSA, JAMES FARNHAM FPC COOR, PLAN/INTERGOV REL 12 MONTH	Division Of Support Services	Effective 2020-11-01 /transfer from / SUPV OPERATION/SAFETY/SECURITY

I. Administrative Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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I. Administrative Actions

F. SUPPLEMENT

<u>Name/Assignment</u>	<u>Site</u>	
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II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

REVISED:

As a response to the OPPAGA Audit, and in an effort to ensure that all job descriptions are current, Human Resources is leading the revision of all job descriptions throughout the District. Human Resources is implementing a strategic plan to review and revise all job descriptions every two (2) years.

This month, Operations and Maintenance have carefully reviewed and revised each job description within their departments.

O-1.1.05 - Assistant Superintendent of Operations

O-1.1.23 - Director of Maintenance

O-1.1.31 - Director of Facility Planning and Construction

O-1.1.38 - Project Manager

O-1.1.43 - Coordinator of Planning and Intergovernmental Relations

O-1.1.66 - Building Official

O-1.1.70 - Chief Building Inspector

O-1.1.71 - Building Automation Systems (BAS) Coordinator

O-1.2.04 - Maintenance Supervisor - Technical and General

O-1.2.41 - Supervisor of Operations, School Safety and Security

Job Locator: O-1.1.05

Job Title: Assistant Superintendent of Operations

Position Grade: Assistant Superintendent

Evaluated By: Superintendent

Job Description:

The Assistant Superintendent of Operations is responsible to the Superintendent.

Responsibilities and duties of this position include:

1. Supervise and evaluate the Directors of Code Enforcement, Facility Planning and Construction, Maintenance, Food Service, Transportation, and ~~the Coordinator of Operations~~ Safety and Security.
2. Provide direction and organization to the areas of Attendance Boundaries, Construction Management, Custodial, Energy, Environmental, Facility Design and Construction, Facility Planning, Growth Management, Inspection, Intergovernmental Relations, Maintenance, Permitting, Plan Review, Planning Plant Surveys, Safety and Security and Intergovernmental Relations, and Emergency Operations.
3. Provide general leadership and coordination for Comprehensive Planning and budgeting for all Departments in the Division of Operations.
4. Ensure compliance with all laws, rules, regulations and policies.
5. Advise and consult with the Superintendent and the School Board on Operations related issues.
6. Direct the development and recommendation of policies relative to Operations.
7. Supervise the preparation of the Operations agenda for School Board meetings.
8. Prepare required studies and reports relative to Operations.
9. Direct the development of the District's annual Classroom Assessment.
10. Facilitate communication, organization and planning efforts among District-level Operations Administrators, School Administrators and local governments.
11. Promote and facilitate positive public relations for the School System especially as that pertains to Operations.
12. Perform other duties as assigned by the Deputy Superintendent or Superintendent.

Required Qualifications:

1. Bachelor's Degree with considerable course work in construction, civil engineering, architecture, surveying, and construction cost accounting.
2. Minimum three (3) years experience in the field of construction.

3. Minimum of five (5) years experience in supervision or administration.
4. Experience in bidding procedures and contract law.
5. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. Master's Degree.
2. Three (3) years experience in School Plant Management.

Revised: 12/13/1987

Revised: 08/13/1987

Revised: 02/16/1989

Revised: 01/17/1991

Revised: 05/20/1993

Revised: 04/21/1994

Revised: 09/18/1997

Revised: 11/17/1998

Revised: 02/15/2001

Revised: 01/20/2005

Revised: 03/16/2006

Revised: 02/21/2008

Revised: 02/10/2014

Revised: 05/07/2015

Revised: 12/15/2016

Revised: 12/10/2020

Job Locator: O-1.1.23

Job Title: Director of Maintenance

Position Grade: Director I

Evaluated By: Assistant Superintendent for Operations

Job Description:

The Director of Maintenance is responsible to the Assistant Superintendent for Operations.

Responsibilities and duties of this position include:

1. Provide direction and supervision for the District's Maintenance program including comprehensive planning and budgeting.
2. Develop standards for maintenance and care of the District's educational, auxiliary and ancillary facilities.
3. Ensure compliance with all laws, rules, regulations and policies governing maintenance.
4. Provide inspection of the District's educational, auxiliary and ancillary facilities to ensure a well maintained educational environment.
5. Establish preventive maintenance programs to ensure the extension of life to equipment and facilities.
6. Maintain records for the compliance of potable water consumption, wastewater and testing in accordance with Local/State/Federal regulations.
7. Maintain a system of cost accounting as it relates to man hours, materials, equipment and warehousing.
8. Direct the scheduling of Architects, Engineers and Contractors in order to meet the District needs for special maintenance projects.
9. Direct the development of and review for all plans, project specifications, and contracts on special maintenance projects.
10. Maintain construction management documentation, administration, quality control and finance procedures on all special maintenance projects.
11. Process payroll, leave request, evaluations and other appropriate actions required of the Maintenance Department.
12. Provide required information annually for the development of the Educational Facilities Plan.
13. Perform other duties as assigned by the Assistant Superintendent for Operations.

Required Qualifications:

1. Bachelor Degree.
2. Be knowledgeable of all phases of trades relating to facilities maintenance.
3. Be able to work in harmony with school based administrators, staff, subordinates and the public.
4. Be able to read and interpret plans and specifications, estimate cost and plan and schedule work.

5. Have demonstrated abilities in oral and written communication skills.
- ~~6. Must have a valid Florida Drivers License and must maintain the same during employment.~~
7. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

Desired Qualifications:

1. Masters Degree.
2. Have a minimum of fifteen (15) years experience as general supervisor in maintenance related activities.
3. Have a minimum of fifteen (15) years experience in general construction coordination.

Revised: 12/13/1984

Revised: 08/13/1987

Revised: 09/21/1989

Revised: 01/17/1991

Revised: 04/21/1994

Revised: 09/19/1997

Revised: 02/15/2001

Revised: 01/20/2005

Revised: 02/21/2008

Revised: 02/10/2014

Revised: 04/05/2018

Revised: 12/10/2020

Job Locator: O-1.1.31

Job Title: Director of Facility Planning and Construction

Position Grade: Director I

Evaluated By: Assistant Superintendent for Operations

Job Description:

The Director of Facility Planning and Construction is responsible to the Assistant Superintendent for Operations.

Responsibilities and duties of this position include:

1. Direct the development of the Educational Facilities Plan as required by the Florida Department of Education.
2. Establish and maintain construction management, documentation, administration, quality control and finance procedures on all capital outlay facility projects.
3. Direct long range planning in order to meet the five, ten and twenty year projected capital construction and land acquisition needs of the District.
4. Direct the development and review for all construction plans, project specifications, bid and contracts on all capital outlay projects.
5. Ensure and compliance with all required governmental and regulatory agencies, all applicable local, State and Federal laws and regulations and the Florida Building Code.
6. Direct the scheduling of Architects, Engineers, and Contractors in order to meet District needs for general capital outlay projects.
7. Direct the development of educational specifications involving appropriate stakeholders for all facility construction projects.
8. Direct the routine update of the Florida Inventory of School Houses (FISH).
9. Assist with the development of the District's annual classroom assessment.
10. Direct the development and current status of the District's Five-Year Plant Survey.
11. Direct the development and maintenance of attendance boundaries of all schools within the District.
12. Direct the maintenance of a current and accurate schematic document and ensure its distribution to all District and Governmental recipients.
13. Ensure District participation in planning coordination with County and municipal governments and attendance at required meetings.
14. Administer and maintain interlocal agreements, comprehensive plan elements and other necessary documents with County and municipal governments.

15. Administer growth management, school concurrency requirements, developer agreements and impact fee requirements.
16. Perform other duties as assigned by the Assistant Superintendent for Operations.

Required Qualifications:

1. Bachelor Degree in Architecture, Engineering, or Construction Management; or an Associates' Degree and a minimum of five (5) years experience as a Project Manager in architecture, engineering, planning, or construction management
- ~~2. Minimum of five years experience in Building Construction, Civil Engineering, Surveying and related areas.~~
2. Minimum of five years experience in personnel supervision.
3. Knowledge of all aspects relating to school facility construction (SREF).
4. Be able to work in harmony with school based administrators, district staff, subordinates, and the public.
5. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Approved: 06/23/1998

Revised: 02/15/2001

Revised: 01/20/2005

Revised 11/22/2005

Revised: 02/10/2014

Revised: 04/05/2018

Revised: 12/10/2020

Job Locator: O-1.1.38

Job Title: Project Manager

Position Grade: Coordinator I

Evaluated by: Assistant Superintendent for ~~Support Services~~ Operations or the Director of Facility Planning and Construction

Job Description:

The Project Manager is directly responsible to the Assistant Superintendent for Support Services.

Responsibilities and duties of this position include:

1. Manage project development, timelines, resources, and quality assurance.
2. Ensure compliance with construction management, documentation, quality control, administration and finance procedures on all projects.
3. Ensure compliance with Florida Statutes, State Board Rules and the Florida Building Code for Educational Facilities.
4. Assist in analyzing, planning, developing and initiating improvements on School Board property.
5. Coordinate the development of educational specifications for each project.
6. Coordinate with Architects/Engineers and district staff the development of plans and specifications for School Board construction projects.
7. Coordinate the preparation of contracts for Architects/Engineers and Contractors, review and approve all payments and maintain complete and accurate records for all construction projects.
8. Certify to the Building Official that upon substantial completion, the project has been completed in accordance with the contract documents and the Florida Building Code.
9. Coordinate the instruction of all concerned staff on the operation of all features of each completed construction project.
10. Coordinate School Board construction projects with City, County, State and Federal Governments.
11. Supervise and direct contractors performing work for the School Board.
12. Provide required information for the annual update of the Florida Inventory of School Houses (F.I.S.H.).
13. Perform other duties as directed by the Assistant Superintendent for ~~Support Services~~ Operations or the Director of Facility Planning and Construction.

Required Qualifications:

1. Bachelor Degree in Architecture, Engineering, or Construction Management; or an Associates' Degree and a minimum of five (5) years experience as a Project Manager in building construction ~~and an Associates' Degree.~~
2. Experience in at least one (1) of the following categories: (a) State Licensed Contractor, Construction Superintendent, or Project Manager in an Architect/Engineer/Construction (A/E/C) firm, with a minimum five (5) years of experience; (b) Local City or County Building Department General Construction Inspector, with a minimum five (5) years of experience.
3. Knowledge of building, safety-to-life and fire codes.
4. Ability to read and interpret plans and specifications.
5. Ability to perform basic drafting of plans for buildings and civil projects.
6. Be able to work in harmony with school based administrators, staff, subordinates and the public.
7. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. Building Construction Graduate, with a minimum one (1) year of experience.
2. Graduate Architect or Engineer, with a minimum one (1) year of experience.
3. Experience in school plant management and construction.
4. CAD Drafting experience

Approved: 07/21/1988

Revised: 12/14/1988

Revised: 07/01/1993

Revised: 04/20/1995

Revised: 11/17/1998

Revised: 02/15/2001

Revised: 01/20/2005

Revised: 02/10/2014

Revised: 12/10/2020

Job Locator: O-1.1.43-I

Job Title: Coordinator of Planning and Intergovernmental Relations

Position Grade: Coordinator I

Evaluated By: Assistant Superintendent for ~~Support Services~~ Operations or the Director of Facility Planning & Construction

Job Description:

The Coordinator of Planning and Intergovernmental Relations is responsible to the Assistant Superintendent for ~~Support Services~~ Operations or the Director of Facility Planning & Construction.

Responsibilities and duties of this position include:

1. Attend zoning meetings with County and Municipalities and develop impact analysis of all residential rezoning and amendments to the County or Municipalities land use.
2. Attend Board of County Commission and Municipal Council meetings as needed to represent the School Districts interest.
3. Serve as liaison and coordinate the School District's requirements with the County and each Municipality on interlocal agreements, developer agreements, ~~State of Florida~~ county comprehensive plan elements, school concurrency and educational facility planning and communication.
4. Coordinate requirements and discussions on mitigation resolution for all development within the County and each Municipality.
5. Advise the school board of governmental restrictions related to growth and land use.
6. Act as the district liaison to developers, professional organizations, district staff, property owners, and the public.
7. Coordinate site acquisitions and site donations according to District need and act as land agent for all School Board property.
8. Maintain and administer the educational impact fee ordinance coordinating with the developers and local building departments, the payment and receipt of impact fees and permitting.
9. Attend other intergovernmental meetings as assigned.
10. Develop, analyze and maintain long range comprehensive facility planning documents for the District and Department of Education.
11. Develop student projection's and attendance boundaries for all schools.
12. Develop student demographic information for schools to assist in annual and long range student projection and to assist in determining facility requirements for existing and new schools.
13. Maintain the Florida Inventory Of School Houses (F.I.S.H.).
14. Coordinate all school plant survey recommendations, supplemental updates, and District Facility Lists in order to establish funding eligibility for projects.
15. Perform other duties as assigned by the Director of Facility Planning and Construction.

Required Qualifications:

1. Bachelor's Degree.
2. Must have the ability to utilize computer technology and software specifically, web GIS and geodatabase management applications.
3. Must have the ability to communicate both orally verbally and in writing.
4. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

Desired Qualifications:

1. Masters Degree associated with educational or governmental planning.
2. Minimum three (3) years experience in educational or governmental planning.
3. Experience in working with multiple governmental agencies, at all levels.

Effective: 08/12/1982

Revised: 06/13/1985

Revised: 08/13/1987

Revised: 07/21/1988

Revised: 07/10/1992

Revised: 04/21/1994

Revised: 06/22/1995

Revised: 02/15/2001

Revised: 01/20/2005

Revised: 09/15/2005

Revised: 10/20/2005

Revised: 02/10/2014

Revised: 12/10/2020

Job Locator: O-1.1.66

Job Description: Building Official

Position Grade: Director III

Evaluated by: Assistant Superintendent For ~~Support Services~~ Operations

Job Description:

The Building Official is directly responsible to the Assistant Superintendent for ~~Support Services~~ Operations. The Building Official is responsible for the overall guidance, direction, and management of the Clay County School District Building Code Division.

Responsibilities and duties of this position include:

1. Administrate, supervise, direct, enforce, and perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of the Clay County School District, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building code administrator or building official shall faithfully perform these responsibilities without interference from any person.
2. ~~Direct the regulatory requirements of permitting, plan review, enforcement and inspection of projects indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility and other construction codes as required by State law (SREF) and the Florida Building Code.~~
3. ~~2. Direct and administer the examination of plans and/or plan review~~
4. ~~3. Issue Building Permits, construction trades permits, fire sprinkler, fire alarm, life safety permits, school initiated project permits, and other similar permits as assigned.~~
5. ~~4. Review the CCSD annual facility maintenance permit work orders for compliance with the State Statutes, SREF, Florida Building Code and the Florida Fire Prevention Code.~~
6. ~~5. Supervise, schedule and manage the Code Enforcement Department effectively and efficiently.~~
7. ~~6. Develop and maintain a complete file system and database on all permitting, plan review, enforcement and inspection of projects.~~
7. Establish standard operations procedures to ensure all division activities are properly documented.
8. Confer with other Department Directors and Division Heads on issues relating to various code interpretation, plan review, permit issuance, field inspections, and other administrative matters.
9. Meet with architects, engineers, contractors, and school administration regarding inspections and code compliance requirements.

10. Perform and/or oversee the performance of annual required inspections including sanitation, casualty, fire, relocatable inspections, bleacher, asbestos, Health Department, structural, and playground inspections.
- ~~11. Coordinate the development of District planning documents and budget required for Comprehensive Planning and Section IV of the Capital Projects Plan.~~
- ~~12.~~ 11. Perform and administer the division's annual operating budget.
- ~~13.~~ 12. Perform annual fire safety inspection per F.S. 1013.12.
- ~~14.~~ 13. Prepare monthly and annual activity reports regarding permit plan review and field inspections.
- ~~15.~~ 14. Establish and maintain systems to ensure that all files, correspondences, reference documents, reports, permits, plans, and other data or materials are maintained in an organized fashion.
- ~~16.~~ 15. Perform other duties as directed by the Assistant Superintendent for Support Services-Operations.

Required Qualifications:

1. Bachelor of Arts or Science Degree; or a minimum of five (5) years experience in building construction and an Associate of Arts or Science Degree or two (2) year Technical Degree; or have ten (10) years experience in building construction and a high school diploma or G.E.D..
2. Must be State Certified as a Building Code Administrator, ~~a Plans Examiner (certified in all disciplines) and a Building Inspector (certified in all disciplines)~~ under Chapter 468, Part 12.
3. Must have thorough knowledge and ability to interpret the laws, codes, regulations, policies, and procedures governing building construction.
4. Must have thorough knowledge of the principles and practices of architecture, engineering and public environmental health.
5. Must have the ability to examine plans, blueprints and specifications to determine conformity with building codes and standards.
6. Must have the ability to establish and maintain effective working relationships with inspectors, contractors, administrative personnel and the general public.
7. Must possess excellent oral verbal and written skills.
8. Must be certified as a fire safety inspector per F.S. 633.081.
9. Must have a valid Florida Drivers Licence and maintain a safe driving record during employment

Desired Qualifications:

1. Building Construction Graduate; Graduate Architect or Engineer with certification as a Building Code Administrator.

2. Proven track record as an effective administrator.

3. SREF Certified.

Approved: 02/15/2001

Revised: 04/19/2001

Revised: 01/20/2005

Revised: 09/20/2012

Revised: 02/10/2014

Revised: 12/10/2020

Job Locator: O-1.1.70

Job Title: Chief Building Inspector

Position Grade: Coordinator I

Evaluated By: Building Official

Job Description:

The Chief Building Inspector is directly responsible to the Building Official.

Responsibilities and duties of this position include:

1. Provide assistance to the Building Official in the general administration of the Code Enforcement Department and serves as administrator-in-charge of the Department when the Building Official is absent from the County.
2. Assist with the implementation of regulatory requirements pertaining to permitting, plan review, enforcement and inspection of projects indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility and other construction codes as required by State Law and Florida Building Code.
3. Assist in scheduling inspections.
4. Perform Florida Building Code Compliance inspections including building, mechanical, electrical, plumbing, sanitation, casualty, fire and relocatable.
5. Develop and maintain the required records and database entry on all inspections.
6. Perform annual fire safety inspections per F.S. 1013.12.
7. Perform other duties as directed by the Building Official.

Required Qualifications:

1. Bachelor Degree; or have a minimum of five (5) years experience in building construction and an Associate of Arts or Science Degree or have ten (10) years experience in building construction and a high school diploma or G.E.D.
2. Must be State Certified as a ~~Building Code Administrator, a Plans Examiner, or a Building Inspector~~ under Chapter 468, and a Fire Safety Inspector per F.S. 633.081 (or be able to obtain a Fire Safety Inspector certification within a year).
3. Must have thorough knowledge and ability to interpret the laws, codes, regulations, policies, and procedures governing building construction.
4. Must have thorough knowledge of the principles and practices of architecture, engineering and public environmental health.

5. Must have the ability to examine plans, blueprints and specifications to determine conformity with building codes and standards.
6. Must have the ability to establish and maintain effective working relationships with inspectors, contractors, administrative personnel and the general public.
7. Must possess excellent oral and written skills.
8. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. Building Construction Graduate; Graduate Architect or Engineer with certification as a Building Code Administrator.
2. State Certified as a Building Code Administrator, and/or a Plans Examiner.
3. Proven track record as an effective administrator.

Approved: 02/15/2001

Revised: 04/19/2001

Revised: 01/20/2005

Revised: 02/10/2014

Revised: 12/10/2020

Job Locator: O-1.1.71

Job Title: Building Automation System (BAS) Coordinator

Position Grade: Coordinator II

Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

Performs and directs installation, tests, programs, troubleshoots, and diagnoses all types of integrated control systems and associated software with building automation systems. Operates and maintains within District network the Niagara and KE2 dashboard for BAS integrated controls for all District facilities; Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Demonstrates proficiency with computer skills; Complies with and supports all safety standards; Ensures quality control, code compliance and follows set building standards; Maintains familiarity with all facets of building automation systems (BAS); Coordinates with other District trades-people, senior staff, vendors and outside contractors when required;

Responsibilities and duties of this position include:

1. Supervises BAS Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of building automation systems.
2. Manages BAS projects and warranties, including coordinating with engineers and contractors and performing job inspections.
3. Responds to reports from principals and coordinates corrective action with appropriate parties.
4. Provides technical guidance, assistance, and training to District staff regarding installation, maintenance and operation of BAS.
5. Conducts periodic inspections of existing building systems, including HVAC and BAS, in order to determine priority for repair and/or upgrade of various system components.
6. Troubleshoots and maintains large multi-tiered HVAC systems controls, associated controllers and their Direct Digital Controls (DDC) and other applications as warranted.
7. Maintains automated logic controls such as BacNet, Niagara Tridium and Trane Tracer protocols.
8. Programs digital access control locking systems.
9. Reviews drawings and specifications from design professionals relating to new construction, remodeling and renovation of existing buildings and BAS system.
10. Develops and maintains a filing system for the latest programming revisions at each school, including plans, contractor's name, system modifications, warranty duration and follow-up inspections.
11. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Five (5) years of experience focused in BAS in the design, construction, renovations and/or operation and maintenance of institutional facilities.

2. Must have good communications skills both verbal and written.
3. Read, understand and interpret architectural blueprints and integrated system sequence of operations.
4. Requires a minimum of a vocational or technical training in computer science, programming or related field.
5. Requires NICET level-2 technical certification for video security systems.
6. ~~Requires industry certification standard for Niagara Ax/4 integrated controls or better.~~
7. **Requires understanding of HVAC operations.**
8. Must be a high school graduate or have passed the G.E.D. equivalency exam.
9. Must have an appropriate valid Florida Driver's License and must maintain the same during employment.
10. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month prior within the 3 (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record. A no-contest plea shall be considered the same as a conviction.
11. Must maintain a safe driving record while employed.

Approved: 05/04/2017

Revised: 08/02/2018

Revised: 12/10/2020

Job Locator: O-1.2.04

Job Title: Maintenance Supervisor - Technical and General

Position Grade: Supervisor III

Evaluated by: Director of Maintenance

Job Description:

This employee is directly responsible to the Director of Maintenance.

Responsibilities and duties of this position include:

1. Responsible for the supervision of the Maintenance Department in the absence of the Director of Maintenance.
2. Supervise, schedule, and coordinate work assignments and follow up on work orders as required.
3. Review blueprints/plans for school facilities and make recommendations for improvements to the Director of Maintenance.
4. Implement preventive maintenance procedures on equipment and facilities.
5. ~~Coordinate the performance of the Maintenance Guidelines Annual Evaluations and other necessary inspections of facilities.~~ Process payroll, leave requests, evaluations and other appropriate actions required of Maintenance Department.
6. Coordinate inservice programs for the Maintenance Department.
7. Establish and implement bid packages, purchasing of materials, and production control.
8. Maintain a cost processing system to account for materials and labor.
9. Assist in the evaluation of personnel.
10. Maintain contracts with vendors as required to perform services that District Maintenance Personnel are not licensed to perform.
11. Maintain all existing permits in accordance with Florida law.
12. Act as Project Manager on related special maintenance projects.
13. Perform other duties as may be assigned by the Director of Maintenance.

Required Qualifications:

1. Bachelor's Degree, or must have a High School Diploma or G.E.D. and ten (10) years experience in related maintenance/building field or hold an associate degree with five (5) years experience.
2. Be knowledgeable of all trades related to facilities maintenance.
3. Be able to work in harmony with the public, staff, and subordinates.
4. Be able to read, interpret plans and specifications, estimate costs and plan work schedules.
5. Be knowledgeable of building, safety-to-life, and fire codes.

6. Must have a valid Florida Drivers License and must maintain safe driving record during employment.

Desirable Qualifications:

1. Bachelor's Degree.
2. Skills in human relations.
3. Prior experience with the school system.

Board Approved: 05/07/2015

Revised: 12/10/2020

Job Locator: O-1.2.41

Job Title: Supervisor of Operations, School Safety and Security

Position Grade: Supervisor III

Evaluated By: Assistant Superintendent for Operations or designee

Job Description:

The Supervisor of Operations, School Safety and Security is responsible to the Clay County District Schools Chief of Police or Assistant Superintendent for Operations.

Responsibilities and Duties of this Position Include:

1. Maintains the District's Disaster Preparedness Plan, updating as needed. Coordinates activities with other governmental agencies, including Clay County Emergency Management.. Coordinates between Clay County Emergency Management and Clay County District School police for the opening of emergency shelter located on District property; is the District's liaison, along with the Chief of District School Police to all emergency management agencies, such as FEMA and private assistance groups such as Red Cross, Salvation Army, etc.
2. Coordinate the development of Emergency Evacuation and Reunification plans for individual schools and for the District.
3. Supervises District Employee badging and access control permissions for schools and badges.
4. Implement all planning, training, and exercising of all physical security programs.
5. Supervises all physical security and technology applications.
6. Supervises the Florida Safe Schools Assessment Program.
7. Coordinates the District's Security program including vandalism evaluation, school security details, security cameras, security alarm systems, threat assessments and identifies additional security measures and recommends proper mitigation.
8. Coordinates with District School Police Chief and supervises personnel within the School Safety and Security division/Police Department and the School Safety Officer (The Coach Aaron Feis Guardian Program) employees assigned to all schools.
9. Maintains and manages all certification credentials as required by Florida state statute. In coordination with District School Police ~~s~~Serves as district liaison for all local, state and federal law enforcement agencies. In coordination with District School Police, ~~s~~Serves on the FDLE Regional Domestic Security Task Force at both the district and state level.
10. Serves as School Safety Specialist as appointed by the superintendent per Florida state statute. Represents Clay County District Schools at the state level. Coordinates, maintains and documents all state-required drills, school threat assessments, and mental health assessments. Responsible for reporting state of safety and security to the Board annually.

11. Perform other duties as requested by the Assistant Superintendent for Operations or designee.

Required Qualifications:

1. Bachelor, ~~or an~~ Associates' Degree, or a minimum of 60 college credit hours with three (3) years related experience.
2. Possess the ability to interpret State and Federal laws and rules.
3. Have demonstrated abilities in oral and written communication skills.
4. Possess the ability to plan, inspect, budget and supervise the work of others.
5. Must have a valid Florida Drivers License and maintain a safe driving record during employment.
6. Must be able to obtain School Safety Specialist Certification within one year of employment.
7. CJIS (Criminal Justice Information Access) Compliance

Desirable Qualifications:

1. Three (3) years experience preferred in K-12 school administration including program development, supervision and budgeting.
2. Five (5) years experience preferred in the field of emergency management
3. Knowledge of FEMA (Federal Emergency Management Agency) rules, regulations and training requirements.
4. Five (5) years experience in the field of law enforcement and/or security
5. Background eligibility for State of Florida concealed weapon/firearm license.

Approved: 09/18/1997

Revised: 02/15/2001

Revised: 11/22/2005

Revised: 02/21/2008

Revised: 02/10/2014

Revised: 04/05/2018

Revised: 10/04/2018

Revised: 05/07/2020

Revised: 12/10/2020

II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job descriptions:

REVISED:

As a response to the OPPAGA Audit and in an effort to ensure that all job descriptions are current, Human Resources is leading the revision of all job descriptions throughout the District. This month, Maintenance and Operations have carefully reviewed and revised each job description within their departments.

C-3.3.06 - Warehouse Manager
C-3.3.07 - Warehouser, Senior
C-3.4.07 - Carpenter
C-3.4.08 - Carpenter Assistant
C-3.4.11 - Electrical Technician Assistant
C-3.4.12 - Electrical Technician
C-3.4.13 - Electronics Technician Assistant
C-3.4.14 - Electronics Technician
C-3.4.16 - General Maintenance Worker
C-3.4.19 - Heavy Equipment Operator
C-3.4.20 - HVAC Technician Assistant
C-3.4.21 - HVAC Technician
C-3.4.22 - Lead Electrical Technician
C-3.4.23 - Lead Electronics Technician
C-3.4.24 - Lead Heavy Equipment Operator
C-3.4.25 - Lead HVAC Technician
C-3.4.26 - Lead Pest Control Operator
C-3.4.27 - Lead Carpenter
C-3.4.30 - Lead Painter
C-3.4.31 - Lead Plumber
C-3.4.32 - Lead Roofer
C-3.4.34 - Locksmith
C-3.4.37 - Small Engine Mechanic
C-3.4.38 - Painter
C-3.4.41 - Pest Control Operator
C-3.4.42 - Plumber
C-3.4.43 - Plumber Assistant
C-3.4.44 - Roofer
C-3.4.47 - District Wide School Maintenance Mechanic
C-3.4.51 - Warehouser
C-3.4.61 - Building Automation Systems (BAS) Technical Assistant
C-3.4.62 - Building Automation Systems (BAS) Specialist
C-3.4.65 - Lead Access Controls/Locksmith
C-3.8.39 - Irrigation Mechanic / Plumber

Current job descriptions were reviewed and revised to update language, remove outdated applications and systems and aligned requirements with other equivalent job descriptions, as well as the addition of the Physical Abilities Grid.

Job Locator: C-3.3.06

Title: Warehouse Manager

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance

Job Description:

~~Directly responsible for the overall operation, inventory, audits, input of purchase orders and security of the warehouse. Supervises warehouse personnel in all functions of the warehouse, including the receipts, delivery and issuance of school, custodial and maintenance supplies and equipment. Inspects merchandise and responds to special requisition delivery issues.~~ Directly responsible for the overall operation, inventory, audits, input of purchase orders and security of the central receiving and maintenance warehouses. Supervises, manages and directs assigned personnel providing verbal and written instructions. Organizes and assigns daily priorities including receipt, delivery and issuance of school, custodial and maintenance supplies and equipment. Maintains the digital and written record of all material movement. Inspects merchandise and responds to special requisition delivery issues. Documents work completed using both digital and written work orders. Complies with and supports all safety standards when using power tools, vehicles and associate material handling.

Responsibilities and duties of this position include:

1. Supervises a staff of warehousemen in the receipt, delivery and issuance of maintenance, school and custodial supplies. Assigns work duties, monitors and evaluates performance.
2. Obtains purchase order numbers, as required, and ensures accurate records are maintained on the petty cash account. Submits all required reports in a timely manner.
3. Ensures all supplies, materials, equipment and purchase order information are accurately accounted for on maintenance work orders, correctly coded and having appropriate fund source.
4. Receives and verifies orders and maintains records; posts receipts by entering into accounts receivable program; and monitors inventory levels. Reorders stock as required to ensure adequate inventory of material is on-hand and ready for issue.
5. Inspects delivered equipment and supplies to verify quality or quantity; contacts vendor or supervisor in the event of discrepancies.
6. Loads, unloads and stocks equipment or supplies, using forklifts and other assigned equipment.
7. Schedules delivery to all schools; responds to special requests or problems.
8. Responsible for the security and protection from pilferage of all supplies, material and equipment assigned to the warehouse.
9. Conducts periodic inventories and audits of all shops and trucks to ensure all supplies, material and equipment are properly accounted for.
10. Performs other duties of a similar level or nature.

Required Qualifications:

1. Requires a minimum of five years warehouse experience which includes a minimum of one year supervisory or head experience over warehouse operations. Requires comprehensive knowledge of warehouse procedures and practices; or requires a combination of education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows:
On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Must be able to move objects weighing up to 50 pounds.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		

<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 04/06/2017

Revised: 12/10/2020

Job Locator: C-3.3.07

Title: Warehouser, Senior

Position Grade: Support Salary Schedule

Evaluated By: Assigned Administrator

Job Description:

Receives incoming supply shipments, unloads, stocks and prepares for school delivery. Assists in inventory and record keeping duties by entering, verifying and reconciling invoices. In the absence of a Warehouse Manager, may perform all necessary warehouse duties to ensure the efficient operations of the warehouse.

Responsibilities and duties of this position include:

1. Receives requisitions for supplies from schools, pulls from current stock and prepares for delivery.
2. Receives packing slips from incoming shipments and verifies quantity.
3. Unloads, stocks, labels and/or shelves supplies and equipment; operates forklift and pallet jack.
4. Enters supply information into computer; matches requisitions with invoices and resolves discrepancies.
5. Assists in the inventory process; balances and/or reconciles reports.
6. Delivers supplies or UPS orders to schools; delivers U.S. mail to post office.
7. Cleans warehouse by dusting shelves and clearing away pallets or debris.
8. Performs minor or preventative maintenance on District equipment (i.e. checking and changing oil, replacing batteries, etc.).
9. Performs other duties of a similar level or nature.

Required Qualifications:

1. Requires a minimum of two years warehouse experience including knowledge of warehouse, parts and inventory practices and methods; or a combination of education/training/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to 50 pounds.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, not accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

5. Must maintain a safe driving record while employed.

6. Must be a high school graduate or have passed the G.E.D. equivalency examination.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.07

Title: Carpenter

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District wooden and masonry articles and structures to ensure safe and continuous operation of District facilities; Performs rough and finished carpentry work; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District articles and structures' interior and exterior as assigned by Lead Carpenter.
2. Performs field installation, repair/replace and maintenance activities both scheduled and unscheduled, including hanging, and/or finishing sheetrock, doors and jams; new walls, windows and window blinds, cabinets, shelving, bookcases, bathroom stalls and partitions, and bulletin/white boards.
3. Determines material needs, and installs/repairs/replaces door hardware and locks, as required.
4. Repairs, renovates and remodels interior and exterior of District relocatable buildings using rough sketch diagram ;constructs ramps and steps, repairs and replaces exterior siding and trim
5. Repairs and replaces floors in District buildings including, concrete, tile, wood or vinyl.
6. Repairs panic bars and related emergency equipment on District buildings to ensure functioning of emergency building exits.
7. Performs miscellaneous carpentry duties involving the repair and maintenance of wood, concrete, sheetrock, tile, carpet, metal, fiberglass and glass; May include entering attic spaces, crawl spaces, operating lifts, digging, etc.
8. Works with and helps train Carpenter Assistants.
9. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience in carpentry work or a vocational/technical certification in a related area and one year relevant experience or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must have experience reading blueprints and working with power tools.

4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds		X		
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time		X		
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects		X		
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding	X			

and high places, and exposure to heat or chemicals.				
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Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/05/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.08

Title: Carpenter Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with Carpenters in the maintenance, repair or replacement of District wooden and masonry articles and structures to ensure safe and continuous operation; Performs assignments under the direction of more experienced personnel and may perform more complex tasks given more experience and on-the-job training; Provides assistance in maintaining records and completing work orders; Completes assigned tasks in accordance with work order specifications; Complies with and supports all safety standards when assisting with power tools and associated equipment.

Responsibilities and duties of this position include:

1. Assists Carpenters in maintaining District articles and structures both interior and exterior as assigned by Lead Carpenter.
2. Assists in various carpentry repairs and installations including, but not limited to: hanging/replacing doors, installing gutters, installing new walls, windows, window blinds or ceiling; installing new cabinets, shelves or bookcases; replacing or installing partitions.; Assists in the repair or construction of ramps or steps.
3. Participates in various renovations or remodeling projects to District offices, portables or building exteriors.
4. Repairs or replaces exterior siding to portable buildings.
5. Assists in the repair, installation or finishing of sheetrock.
6. Participates in the repair or replacement of floors in District facilities including concrete, tile, wood or vinyl floors.
7. Performs various other carpentry duties.; May include entering attic spaces, crawl spaces, digging, operating power tools, etc.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year on the job training or related experience assisting carpenters in installation or repair activities; or a vocational/technical/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.

3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds		X		
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time		X		
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects		X		
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding	X			

and high places, and exposure to heat or chemicals.				
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Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/05/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.11

Title: Electrical Technician Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with Electrical Technician, in the installation, maintenance, troubleshooting and repair of District electrical systems and equipment to ensure safe and continuous operation. Performs assignments under the direction of more experienced personnel and may assume more difficult and complex assignments with increased experience and on-the-job training. Completes assigned tasks in accordance with work order specifications; Complies with and supports all safety standards when assisting with power tools and associated equipment; Provides assistance in maintaining records and completing work orders.

Responsibilities and duties of this position include:

1. Assists Electrical Technicians in maintaining District electrical equipment and systems as assigned by Lead Electrical Technician.
2. Participates and assists in conducting routine electrical repair activities in District buildings; repairs classroom lighting by replacing ballasts, pin sockets, defuses and bulbs; repairs and/or replaces transformer relays, wall devices, switches, photocells, and time clocks.
3. Assists in the planning, layout and installation of new electrical systems; opens ditches, installs underground conductors, switches, circuits, lights, distribution panels and transformers in accordance with national standards and codes. May include running of wire and conduit, digging of trenches, entering attics or crawl spaces, etc.
4. Learns and assists in the installation of electrical systems. Connects and disconnects electrical systems of portable classrooms, tests to ensure electrical operation.
5. Performs preventive maintenance activities on electrical power panels; applies corrosive preventative oxide to logs. Tightens conductors, updates circuit index cards and tests as appropriate. Maintains generators by checking radiator, battery, and crankcase levels and cleaning or replacing filters.
6. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year previous on-the-job training and instruction in the repair, maintenance and installation of electrical systems and equipment; or a vocational/technical certificate in an electrical area or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.

3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows:
On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds		X		
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time		X		
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects		X		
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding	X			

and high places, and exposure to heat or chemicals.				
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Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/05/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.12

Title: Electrical Technician

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District electrical equipment and systems to ensure safe and continuous operation of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District electrical fixtures, systems as assigned by Lead Electrical Technician.
2. Performs scheduled and unscheduled electrical repair activities in the district buildings; repairs circuits by locating and fixing defective feeder, branch lighting, and power circuits. Repairs classroom lighting to include ballasts, pin sockets, defuses and bulbs. Repairs and/or replaces transformers, relays, wall devices, switches, photocells, and time clocks.
3. Plans, lays out, and installs new electrical systems; opens ditches, installs underground conductors, switches, circuits, lights, distribution panels and transformers, etc. in accordance with national standards and codes. May include running of wire and conduit, digging of trenches, entering attics or crawl spaces, etc.
4. Connects and disconnects electrical systems of relocatable classrooms; tests to ensure electrical operation.
5. Performs preventive maintenance activities on electrical power panels; applies corrosive preventative oxide to logs. Tightens conductors, updates circuit index cards and tests as appropriate. Maintains generators by checking radiator, batteries, and crankcase levels and cleaning or replacing filters.
6. Maintains emergency and exit lighting by replacing batteries or lamps, and repairing circuit boards, switches and wiring.
7. Collaborates with architects, contractors and local electrical company personnel regarding the installation of new systems, emergency procedures, locating power sources, etc.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years' experience troubleshooting, repairing, installing or maintaining electrical systems and equipment; or a vocational/technical certificate and one year previous education/training experience which provides for an equivalent background necessary to perform the work.

2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.
7. Possess an extensive knowledge of the National Electrical Code, blueprints, building plans, wiring diagrams, engineering drawings and basic formulas as applied to voltage and amperage capacities.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds		X		
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time		X		
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects		X		
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			

Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	X			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 02/20/1997

Revised: 09/05/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.13

Title: Electronics Technician Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with Electronics Technician, in the maintenance, repair or replacement of District low voltage equipment and systems to ensure safe and continuous operation. Performs assignments under the direction of more experienced personnel and may assume more complex tasks given more experience and on- the-job training; Completes assigned tasks in accordance with work order specifications; Complies with and supports all safety standards when assisting with power tools and associated equipment; Provides assistance in maintaining records and completing work orders; Works with and provides equipment use training to teachers, school staff and administrators.

Responsibilities and duties of this position include:

1. Assists Electronic Technicians in maintaining District low voltage equipment and systems as assigned by Lead Electronics Technician.
2. Troubleshoots, tests and repairs District low voltage electronic equipment/systems as assigned working with an Electronic Technician or individually according to the level of knowledge of equipment/system being maintained
3. Assists and participates in the installation, repair, maintenance and testing of equipment/systems including Safety-to-Life systems, fire alarm systems, master clocks, intercoms/PA sound systems, audiovisual/video equipment, and security cameras.
4. Maintains records, drawings, equipment location and cable routing documents.
5. Works with and provides equipment use training to teachers, school staff and administrators.
6. Conducts maintenance work on fire alarm systems including running conduit, pulling wire, and system hook-up to ensure systems meet current guidelines established by the Fire Marshall. May include programming, entering attic spaces, crawl spaces, operating lifts, digging, etc.
7. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year previous experience troubleshooting, installing, repairing and maintaining low voltage electronic systems or vocational/technical certification in an electronics area or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.

3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows:
On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds		X		
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time		X		
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects		X		
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.		X		
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding	X			

and high places, and exposure to heat or chemicals.				
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Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/05/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.14

Title: Electronics Technician

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District low voltage equipment and systems to ensure safe and continuous operation of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment; Works with and provides equipment use training to teachers, school staff and administrators.

Responsibilities and duties of this position include:

1. Maintains District low voltage electronic systems and equipment and provides scheduled and unscheduled maintenance as assigned by Lead Electronics Technician.
2. Troubleshoots, tests, repairs and replaces District low voltage equipment including Safety-to-Life systems, fire alarm systems, master clocks, intercoms/PA sound systems, audiovisual, security cameras and building control systems.
3. Performs equipment or board level repair/replacement most of the time and to component level on occasion; Uses test equipment, technical drawings and schematics.
4. Works with and helps train Electronics Assistants.
5. May include programming, running of wire and conduit, entering attic spaces, crawl spaces, operating lifts, etc.
6. Develops and maintains records, drawings, equipment location and cable routing documents.
7. Works with and provides equipment use training to teachers, school staff and administrators.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience troubleshooting, installing, repairing and maintaining low voltage electronic systems and equipment or vocational/technical certification in an electronics area and one year relevant experience or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be able to read and interpret wiring schematics and blueprints.
3. Requires the ability to move objects weighing up to fifty pounds.

4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12- month period within the three (3) years immediately preceding the record search, and no conviction for DUI within the seven (7) years immediately preceding the record search. A no- contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds		X		
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time		X		
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects		X		
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.		X		
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working	X			

on scaffolding and high places, and exposure to heat or chemicals.				
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Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/05/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.16

Title: General Maintenance Worker

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists in various plumbing, electrical, HVAC, carpentry or equipment maintenance projects; Performs assignments under the direction of more experienced personnel and may perform more complex tasks given more experience and on-the-job training; Assists in maintaining records and completing work orders; Completes assigned tasks in accordance with work order specifications; Complies with and supports all safety standards.

Responsibilities and duties of this position include:

1. Assists in various routine electrical tasks, such as, changing ballasts, hanging lights, digging conduit ditches, etc. or assists a specialist in performing more complex electrical activities, such as, wiring classrooms, intercoms, fixing circuit boards, amplifiers, alarm systems, and audio visual equipment, etc.
2. Assists in various carpentry activities relating to final completion and/or preventive maintenance of District buildings, structures and relocatable classrooms including but not limited to building ramps or runners, decks, porches, repairing locks, adjusting doors, hanging wall boards, assembling furniture, playground equipment, etc.).
3. Performs various grounds maintenance activities including but not limited to mowing grass, loading/unloading supplies and leveling dirt.
4. Assists in plumbing activities including but not limited to roughing in or trimming out classroom plumbing, fixing water pipes, sprinkler systems, sewer lines, circulating pumps, etc.
5. Assists with various HVAC installation and routine maintenance including but not limited to cleaning, troubleshooting, repairing or replacing fans, motors, fuses, switches thermostats, ductwork, air handlers and a/c units, etc.
6. Assists with installation and routine maintenance of District kitchen equipment including but not limited to walk-in refrigerators and freezers, steam cookers, ovens, mixers, ice machines, dishwashers, etc.
7. Cleans work area by picking up tools, sweeping and spraying as necessary.
8. Completes work orders and records various information.
9. Locates equipment and tools and loads them on truck if applicable to the job being performed.
10. Performs other tasks of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one years experience in assisting trade workers in construction, or a related area in carpentry, electrical, plumbing, painting, HVAC, electronics, roofing, grounds or other related

trades; or a combination of equivalent education/training/experience which provides for an equivalent background necessary to perform the work.

2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Ability to physically lift up to fifty pounds.
4. Must have an appropriate valid Florida Driver's License for the area of assignment prior to appointment, and must maintain the same during employment.
5. Must maintain a safe driving record during employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12- month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no- contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds		X		
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time		X		
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects		X		
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where	X			

carelessness could result in injury				
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	X			

Board Approved: 05/20/1993

Revised: 06/18/1996

Revised: 09/5/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.19

Title: Heavy Equipment Operator

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Provides scheduled and unscheduled maintenance to District grounds and athletic fields and completes projects as directed. Operates agricultural and heavy equipment such as tractors, mowers, backhoes, front-end loaders or other equipment. Grades and levels dirt, gravel, and fill, in the maintenance of projects. Loads dirt, gravel, or materials needed in the maintenance area or for construction projects. Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when operating heavy equipment, using power tools and associated equipment; Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Maintains District grounds as assigned by Lead Heavy Equipment Operator.
2. Operates agricultural and heavy equipment for site work to include grading, digging, tree removal, mowing, etc.
3. Operates forklift to move heavy objects (i.e. poles, blocks, cement, etc.).
4. Operates backhoe and front-end loader to load materials as needed.
5. Performs preventative and/or monitor maintenance activities such as: greases machines, checks oil, tires, fuel or water levels, etc.
6. Manually moves or shovels dirt or digs ditches in areas not accessible by equipment.
7. Operates tree removal equipment such as chainsaws and pole saws.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience operating a variety of small and medium size equipment involved in the maintenance of grounds, athletic field maintenance, or loading of construction/maintenance materials; or a combination of previous education/training/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.

5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds	X			
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects	X			
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.				X
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	X			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/05/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.20

Title: HVAC Technician Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Assists in troubleshooting, repairing and/or replacing air conditioning, ventilation and heating system. Performs preventive maintenance activities and repairs commercial kitchen appliances. Assumes and performs more difficult tasks with increased experience and training.~~

Assists technicians in the maintenance repair and service of heating ventilation and air conditioning (HVAC) systems. Understands written and verbal instruction. Documents work completed using both digital and written work orders. Complies with and supports all safety standards when using power tools, vehicles and associated HVAC equipment. Assumes and performs more difficult tasks with increased training and experience.

Responsibilities and duties of this position include:

- ~~1. Assists and participates in the maintenance of District air conditioning and heating system by troubleshooting and performing routine and/or assisting in difficult repairs; installs new units; replaces fans, motors, fuses, switches, thermostats, belts, pumps, bearings, etc.; repairs freon and condensate leaks, pumps and ducts. Writes work orders for major repairs.~~ Assists and participates in the scheduled and unscheduled maintenance and repair of the HVAC systems as assigned by the Lead HVAC Technician including rooftop air conditioners, chillers, water towers, belts, pumps, electric motors, walk-in freezers, walk-in refrigeration systems and rooftop ventilation systems throughout the school district.
- ~~2. Performs preventive maintenance and repairs or assists in the repair of refrigerators, microwaves, dishwashers, steam cookers, ovens, mixers, garbage disposals, ice machines, freezers, etc. Replaces fuses, contactors, heating elements, thermostats, pressure regulators, valves, pumps, steam traps, electrical components, etc.~~ Assists in the replacement and repair of HVAC ductwork and fiberboard.
- ~~3. Assists in the repair and installation of exhaust systems, ductwork, rooftop vents or fans.~~ Performs unsupervised preventative maintenance activities to include HVAC filter change out, belt replacement, condenser and evaporator coil cleaning.
- ~~4. Participates in the repair of hydraulic systems.~~ Assists in the repair and installation of exhaust systems that remove heat and vapors from buildings.
- ~~5. Performs other duties of a similar nature or level.~~ Performs other duties of a similar nature and level of experience.

Required Qualifications:

1. Requires a minimum of three years on-the-job training assisting experienced HVAC technician in maintenance activities; or vocational/technical certification in HVAC area; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record while employed.
5. Must be a high school graduate or have passed the G.E.D. equivalency examination.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		

<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.21

Title: HVAC Technician

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District heating/ventilation/air conditioning (HVAC) systems to ensure safe, comfortable and continuous operation of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District HVAC equipment and other systems as assigned by Lead HVAC Technician.
2. Duties include scheduled and unscheduled maintenance on all District wall mounted units, rooftop units, split unit and large chillers, water towers, HVAC controls, fans, motors, fuses, switches, thermostats, belts, pumps, bearings, commercial electric water heaters, drinking fountain compressors and/or condensing fans and other systems as directed.
3. Complies with Federal regulations governing the Transition and Recovery of Refrigerants.
4. Assembles, installs and repairs metal and fiberboard duct work for the HVAC and other airflow systems.
5. Works with and helps train HVAC Technician Assistant and General Maintenance Worker.
6. Performs other duties of a similar level or nature as assigned.

Required Qualifications:

1. Requires a minimum of three years HVAC experience involved in the troubleshooting, installation, maintenance and repair of HVAC systems and equipment; or vocational/technical certification in HVAC and one year previous experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work assigned.
2. Must have Federal Universal Refrigerant Transition and Recovery Certification.
3. Requires the ability to move objects weighing up to fifty pounds.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
6. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12- month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven

(7) years immediately preceding the record search. A no- contest plea shall be considered the same as a conviction.

7. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds	X			
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects	X			
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	X			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 10/02/2003

Revised: 09/05/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.22

Title: Lead Electrical Technician

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Plans, supervises and monitors electrical technicians in the work of repairing, installing or replacing electrical systems. Procures the necessary materials and tools. Coordinates work projects with other specialized District trades people.~~

Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with power tools and trade practices associated with the National Electric Code (NEC); Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, NEC compliance and follows set building standards; Maintains familiarity with all facets of the electrical trade including electrical formulas; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. ~~Reviews and prioritizes work orders and schedules or assigns electrical technicians.~~
Supervises District Electrical Shop functions, personnel and related activities including scheduled and unscheduled maintenance, repair of generators, switching gear networks, Electric motors, Frequency Drives, high and low voltage electrical systems, single and multi-phase systems, electrical systems, fixtures, panels and equipment in all District facilities.
2. ~~Provides work direction and specialized training and monitors work methods. Responds to personnel issues or concerns.~~ Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the electrical shop when needed.
3. Determines daily work priorities, schedules and assigns work accordingly.
4. Communicates with Administrators on scheduling work assignments at job sites.
5. ~~Determines quantity and quality of tools, materials or equipment needed by electrical technicians; meets with vendors or purchasing agent and purchases in accordance with District policies and procedures. Collaborates with warehouse personnel to determine existing inventory levels.~~ Manages material requirements and manpower needs; Coordinates the procurement of materials according to District purchasing policies and procedures.
6. Meets with vendors to obtain quotes for materials; assists in preparation of formal bid packages.
7. ~~Coordinates electrical activities between boards and local utility companies; answers questions and provides expert opinion. Monitors outside contractors.~~
8. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
9. ~~Determines capital and operating expenses and recommends to supervisor.~~ Assists in preparing annual budget for District Electrical Shop functions and monitors related budget expenditures.

10. Conducts inventory of equipment, tools and assigned vehicles and determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous electrical experience involved involving the installation, repair and maintenance electrical services, systems/equipment or vocational/technical certification in the electrical trade and/or a Journeyman license in related field and three years' experience. ~~or, a vocational/technical certificate in electrical area and two years previous electrical experience; or, a combination of previous education/training/experience which provide for an equivalent background necessary to perform the work.~~
2. Must be able to read and interpret blueprints, engineering drawings and be familiar building codes.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment and maintain a safe driving record while employed. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search, and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.
3. Masters trade license.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		

<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.23

Title: Lead Electronics Technician

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Supervises the electronics technician staff involved in the maintenance and repair of District electronics systems, equipment and audiovisual components to ensure safe, efficient and on-going operations of electronics equipment. Completes and maintains related records and establishes budget and manpower requirements.~~

Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with power tools and trade practices associated with low voltage electronics systems and equipment; Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, code compliance and follows set building standards; Maintains familiarity with all facets of the electronics trade; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

- ~~1. Reviews work orders, determines job priority and assigns personnel to jobs; recommends and/or obtains parts and materials required to complete work orders; reviews work completed to ensure that equipment techniques, functions and work was completed according to time and quality standards.~~ Supervises District Electronics Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of Safety-to-Life systems, fire alarms, master clocks, intercoms/PA sound systems audiovisual/enhanced classrooms/video production equipment, security cameras and building control systems.
- ~~2. Conducts quality control inspections during and subsequent to completion of major jobs and assists in conducting repair and maintenance work, as required, to ensure repair techniques are appropriate.~~ Ensures the integrity of district Safety-to-Life systems, fire alarms, master clocks intercoms/PA sound systems, audiovisual/enhanced classrooms/video production equipment, security cameras and building control systems and conducts regular fire alarms system testing.
- ~~3. Reviews performance~~ Performs life cycle analysis ~~of electronic systems, components and equipment including determining frequency rates, and severity of failure, determining~~ and ~~availability and~~ of ~~replacement parts, identifying decreased performance trends and suspected causes, and~~ to ~~determine economic feasibility of continued maintenance expenditures. as competed in equipment replacement expenditures.~~
- ~~4. Submits data regarding new construction projects to supervisor including required electronic systems and/or equipment, technical drawing and writes technical specifications for bid purposes.~~ Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the electronics shop when needed.
- ~~5. Determines daily work priorities, schedules and assigns work accordingly.~~
- ~~6. Completes and maintains records relating to the repair and maintenance of electronic equipment; ; including work orders, purchasing documents, equipment repair and budget recommendations; and maintains personnel and related files.~~ Manages material requirements and manpower needs; Coordinates the procurement of materials according to District purchasing policies and procedures.
- ~~7. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.~~
- ~~8. Prepares technical training agenda and syllabus and conducts training classes; maintains a supervised on-the-job training program and coordinates formal training course with local vendors.~~ Communicates with

administrators on scheduling work assignments at job sites and provides equipment use training to administrators, teachers and school staff.

9. ~~Establishes and maintains working relationships between shop personnel, administrators, teachers and private vendors and contractors.~~ Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
10. Assists in preparing annual budget for District Electronics Shop functions and monitors related budget expenditures.
11. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
12. Ensures timely data entry of work performed by District personnel.
13. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires five years previous electronics experience in involving the installation, maintenance and repair of electronic systems and equipment; or, a vocational/technical certification in the electronics trade, and/or a Journeyman license in related field and three years' experience ~~certificate and two or more years experience;~~ ~~one year lead experience is desirable; or, a combination of previous education/training/experience which provides for an equivalent background electrical necessary to perform the work.~~
2. Must acquire and maintain NICET Testing Certification.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.
3. Five years' previous experience with troubleshooting and repair of Fire Alarm systems.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		

<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.24

Title: Lead Heavy Equipment Operator

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Plans, coordinates and monitors the work activities of heavy equipment operators; operates a variety of equipment in the maintenance of grounds, athletic fields, or loading of materials for maintenance projects.~~

Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with power tools, vehicles, earth moving equipment and trade practices associated with the heavy equipment trade; Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control and code compliance with regards to usage of heavy equipment; Maintains familiarity with all facets of the heavy equipment trade; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. ~~Reviews work orders, determines priorities. Checks equipment needs and ensures availability. Collaborates with warehouse personnel and vendors if appropriate.~~ Supervises District Heavy Equipment Operators in performing scheduled and unscheduled maintenance and repair of district grounds, athletic fields, and playgrounds, loading, hauling and unloading of debris to designated drop off sites.
2. ~~Assigns work and monitors the performance of heavy equipment operators and general maintenance workers. Evaluates work methods and trains as needed.~~ Operates equipment and supervises personnel working with a variety of heavy equipment and vehicles to include dump trucks, excavators, backhoes, bucket tractors and trucks, man-lifts, large gang mowers, box blades, chainsaws, forklifts and a variety of self-propelled mowers and brush cutters.
3. ~~Determines equipment maintenance, repair and replacement schedule and monitors accordingly.~~
4. Develops schedules and performs repetitive mowing of all district owned campuses, playgrounds and athletic fields; Determines daily work priorities, schedules and assigns work accordingly.
5. ~~Completes required forms and calculates number of hours and amount of materials or supplies used. Prepares required reports.~~ Coordinates with staff personnel in the performance of assisting other work centers in digging, trenching and movement of dirt to facilitate maintenance on below ground equipment.
6. ~~Collaborates with supervisor regarding upcoming projects and timetables required to complete.~~ Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the heavy equipment operators' shop when needed.
7. Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
8. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
9. Communicates with Administrators on scheduling work assignments at job sites.
10. ~~Performs similar duties of the heavy equipment operators.~~ Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
11. Assists in preparing annual budget for District Heavy Equipment Operators' Shop functions and monitors related budget expenditures.
12. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
13. Ensures timely data entry of work performed by District personnel.

14. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years heavy equipment operations experience involved in involving the maintenance of grounds, athletic fields, or maintenance/construction projects; or vocational/technical certification in the heavy equipment/grounds trade and/or a Journeyman license in a related field and three years' experience.
2. Must have a valid Class B Commercial Driver's License (CDL).
3. Must be a high school graduate or have passed the G.E.D. equivalency examination
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.
3. Ability to read and interpret blueprints, engineering drawings and be familiar building codes.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.25

Job Title: Lead HVAC Technician

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Plans, coordinates and supervises the efficient operation, installation and maintenance of the District's heating/ventilation/air conditioning systems. Coordinates new construction activities to ensure compliance with required standards. Plans and coordinates the installation and maintenance of all district cafeteria equipment.~~
Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with power tools and trade practices associated with heating/ventilation/air conditioning (HVAC) systems; Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, code compliance and follows set building standards; Maintains familiarity with all facets of the HVAC trade; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. ~~Plans, coordinates, reviews orders and assigns work to technicians. Responds to emergency call-in requests by assigning or reassigning technicians as appropriate.~~ Supervises HVAC shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of HVAC related systems.
2. Services and refurbishes all types of HVAC related systems to include unitary A/C devices, roof top units (RTU) variable air volume (VAV) controllers, electronic and pneumatic thermostats, variable speed drives (VFD) screw type chillers, water towers, various damper controls both pneumatic and electronic, test and balance HVAC systems, turning vanes, electric motors, belts and controls.
3. Maintains all district air compressors.
4. Maintains EPA Refrigerant Recovery Journal for the department.
5. Demonstrates proficiency in the safe use of silver solder techniques for pipes, valves and compressors.
6. Determines daily work priorities, schedules and assigns work accordingly.
7. ~~Procure parts and equipment needed by technicians on a daily/hourly basis. Contacts the District warehouse for standard parts and/or manufacturer for special or difficult to find parts.~~ Manages material requirements and manpower needs; coordinates the procurement of materials according to District purchasing policies and procedures.
8. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages;
Collaborates with vendors and manufacturers regarding warranty work and agreements.
9. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
10. ~~Monitors work methods and evaluates the performance of the technician staff. Responds to issues and concerns and assists staff in major repair work.~~ Conducts in-process work inspections of assigned personnel at job sites, initiates improvements, and provides specialized training within the HVAC shop when needed.
11. ~~Inspects equipment to determine if repair or replacement is required. Recommends new equipment purchases.~~ Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
12. Coordinates the installation of HVAC systems with architects and contractors during new construction; Inspects new facilities for compliance issues or discrepancies.
13. Ensures timely data entry of work performed by District personnel.

14. Performs other duties of a similar level or nature nature or level as assigned

Required Qualifications:

1. Requires a minimum of five (5) years previous HVAC experience involved in the installation, maintenance and repair of HVAC systems and equipment; or vocational/technical certification in the HVAC trade and two (2) three years previous experience the HVAC trade, and/or a Journeyman license in related field and three years' experience. or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. ~~Must have Universal Refrigerant Transition and Recovery Certification.~~ Must have and maintain EPA Refrigerant Recovery Universal Certification.
3. Must be able to read and interpret blueprints, engineering drawings and be familiar with codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination
5. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
6. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.
6. ~~Must be a high school graduate or have passed the G.E.D. equivalency examination.~~

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Proficiency in HVAC digital control system software such as BACNET and JACE.
3. Working knowledge of computer base scheduled and unscheduled maintenance management systems.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools,</u>		<u>X</u>		

<u>mechanical equipment</u>				
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<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 10/02/2003

Revised: 12/10/2020

Job Locator: C-3.4.26

Title: Lead Pest Control Operator

Position Grade: Support Salary Schedule

Evaluated By: Coordinator of Operations or Assigned Administrator

Job Description:

~~Plans and provides pest control services for the District to ensure District buildings and structures are pest free, consistent with State regulations, including consulting labels for recommended applications, determining treatment needs, and mixing chemicals.~~ Supervises, manages and directs assigned personnel in scheduled and unscheduled pesticides application and service for the school district. Organizes and assigns daily work priorities and provides verbal and written instructions. Meets or exceeds state regulations for proper application to all buildings and surrounding grounds including consulting labels for recommended applications, determining treatment needs and mixing chemicals. Demonstrates proficiency with various pesticides. Complies with and supports all safety standards as applied to pesticides and their applications. Coordinates with other district trades people, senior staff, vendors and outside contractor when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

- ~~1. Directs the application of pesticides on building and structures consistent with State regulations, including consulting labels for recommended applications, determining treatment needs, and mixing chemicals.~~ Ensures all inspections required by State/Federal regulations are completed in a timely manner.
- ~~2. Plans and implements scheduled pest control services and related activities for District buildings and structures.~~ Documents completion of work performed. ~~Plans pest control services on an as-needed or unscheduled service basis.~~ Distributes pesticide application schedules to schools, buildings and campuses.
- ~~3. Reviews current pest control practices and maintains knowledge of label changes and updates to ensure compliance with Federal and State regulations. relating to the distribution and application of pesticides.~~
4. Trains subordinate personnel on pesticide application and regulation.
5. Performs other duties of a similar nature or level.
6. Coordinates with local, state and federal organizations to determine the best practices for removal of unwanted animals from school buildings and campuses.

Required Qualifications:

1. Requires a minimum of three years experience involved in the application of pesticides and pest control practices and a must maintain a valid Public Pest Control Applicators License with the Florida Department of Agriculture.

2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and not conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 05/19/2011

Revised: 12/10/2020

Job Locator: C-3.4.27

Title: Lead Carpenter

Position Grade: Support Salary Schedule

Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

~~Supervises District carpentry and locksmith functions to ensure work orders are complete and consistent with quality standards.~~ Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with power tools and trade practices associated with carpentry; Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, code compliance and follows set building standards; Maintains familiarity with all facets of the carpentry trade; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. ~~Supervises the District carpentry and locksmith functions, personnel and related activities including scheduled and unscheduled maintenance and repair of interior/exterior of wood structural buildings such as, walls, floors, doors, ceilings, carpets, railings, stairs, landings, windows, roof systems, screens and partitions, and maintenance and repair of locks and related hardware~~ building elements such as walls, railings, stairs, landings, windows, roof systems, screens, floors, doors, ceilings, carpets, partitions and masonry features.
2. Maintains building egress systems to include locks, locking devices and associated hardware, doors, panic bars and related emergency equipment to ensure proper functioning of emergency exits.
3. Ensures the maintenance and security of district keys for all buildings, catalogs all key codes and assists Support Services in determining the availability of remaining key codes.
4. ~~Conducts observations of staff at job sites to initiate improvements and inspect quality of work performed.~~ Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the carpentry shop when needed.
5. Determines daily work priorities, schedules and assigns work accordingly.
6. ~~Reviews incoming work orders to determine material requirements and manpower needs. Obtains purchase order numbers to order materials, and requisitions materials.~~ Manages material requirements and manpower needs; coordinates the procurement of materials according to District purchasing policies and procedures.
7. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
8. ~~Negotiates with Building Administrator to schedule and coordinate work assignments at job sites.~~ Communicates with Administrators on scheduling work assignments at job sites.
9. ~~Meets with vendors to obtain quotes for materials and assists in preparing information to include in preparation of formal bid packages; submits bid items and negotiates vendor contracts.~~
10. ~~Follows up on all completed work orders with district personnel and building administrators to ensure work orders completed meet requested repairs.~~
11. ~~Monitors and ensures the maintenance of building entrances, doors, panic bars and related emergency equipment to ensure functioning of building emergency exits. SEE #2~~
12. ~~Ensures the maintenance of keys for District buildings; catalogs key codes and assists Support Services in determining the availability of remaining key codes. SEE #3~~

13. Assists in preparing annual budget for District carpentry and locksmith functions and monitors related budget expenditures.
14. Conducts inventory of equipment, tools and assigned vehicles and determines equipment repair and maintenance needs.
15. Ensures timely data entry of work performed by District personnel.
16. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous carpentry experience involved in the maintenance of structural facilities, rough/finish carpentry work or vocational/technical certification in the carpentry trade and/or a Journeyman license in related field and three years' experience. ~~or related area and two years relevant experience; or a combination of previous education/training/experience necessary to perform the work.~~
2. Must be able to read and interpret blueprints, engineering drawings and be familiar with building codes.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		

<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		
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<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.30

Title: Lead Painter

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Supervises the painting and paint maintenance activities for all District property (internal and external) to maintain District property.~~

Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with power tools and trade practices associated with painting systems and paint preparation systems; Understands and complies with the Maintenance Safety Data Sheets (MSDS) sheets associated with various paints and chemicals used daily by shop personnel; Supports all safety standards when using power tools and associated equipment; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. ~~Supervises and coordinates off-site work projects to ensure work assignments are completed consistent with quality standards. Determines rescheduling of work orders, postponements and reassignments, material substitutions and replacement, or repair of equipment, as required.~~ Supervises District Paint Shop functions, personnel and participates in scraping, pressure washing and painting of interior/exterior doors, walls, floors ceiling and other building structures.
2. ~~Paints District property consistent with quality standards, and operates painting equipment.~~ Ensures all personnel comply with the correct (MSDS) when preparing paint, removing paint and operating equipment that produces chemical smells, maintenance of appearance for all District buildings and operates, transports, loads and unloads painting and/or pressure washing equipment.
3. ~~Conducts meetings with District staff initiating work order requests to clarify job requirements and determine painting implementation strategies. Coordinates work order requests between subordinate painters and initiators, as required.~~ Conducts in-process work inspections of assigned personnel at job sites, and provides specialized training within the paint shop when needed; Ensures adherence to District paint standards..
4. ~~Plans and organizes daily, weekly, and project work schedules to ensure completion of assigned work orders. Assigns staff, estimates completion dates and determines types of materials to use and work process methods. Order materials required to complete work orders.~~ Determines daily work priorities, schedules and assigns work accordingly.
5. ~~Loads and unloads painting equipment and refills and replenishes materials to accomplish tasks.~~ Manages material requirements and manpower needs; Uses math skills to estimate total cost and volume of paint needed; Coordinates the procurement of materials according to District purchasing policies and procedures.
6. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
7. Communicates with Administrators on scheduling work assignments at job sites.
8. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
9. Assists in preparing annual budget for District Paint Shop functions and monitors related budget expenditures.

10. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years' ~~experience involved in the~~ previous painting experience involving the painting and preparation of interior/exterior surfaces of structural facilities ~~and one year lead experience is desirable.~~ and or vocational/technical certification in the painting trade, and/or a Journeyman license in related field and three years' experience.
2. Must be able to read and interpret blueprints, engineering drawings and be familiar building codes.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management system.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
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<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.31

Title: Lead Plumber

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Coordinates and maintains District plumbing and heating/cooling systems; directs staff in day-to-day repair activities and work methods; and recommends capital improvements.~~ Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with power tools and trade practices associated with the plumbing trade; Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, code compliance and follows set building standards; Maintains familiarity with all facets of the plumbing trade; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises the District Plumbing Shop functions, personnel and related activities including scheduled and unscheduled maintenance of plumbing and heating systems, lift stations, controls, pumps, piping, meters, wastewater plants, water plants, boilers plants, sanitary and storm sewer systems, campus irrigation systems.
2. Maintains drinking water chlorination systems for District owned water facilities.
3. Records and monitors water usage at all District campuses for both potable and non-potable water systems.
4. Manages installation, testing and repair of backflow preventers and irrigation systems; responds to problems as they occur.
5. Performs varied and more difficult plumbing repair activities; troubleshoots problems or extent of damage and type of equipment required; Ensures the maintenance of and repairs/replaces broken water mains, and support, sewer, or waste lines.
6. Roughs in plumbing and trim for new portable relocatable classrooms. Repairs and replaces plumbing fixtures and trim in District facilities.
7. ~~Assigns work and provides direction to plumbing crew. Monitors work methods and evaluates performance.~~ Determines daily work priorities, schedules and assigns work accordingly.
8. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the plumbing shop when needed.
9. ~~Directs the installation of and troubleshoots and maintains district irrigation systems; responds to problems and issues as they occur. SEE #4~~
5. ~~Coordinates the maintenance and repair of heating and cooling systems including monitoring boilers, recommending replacement or repair of worn or damaged parts, such as, repairing or replacing heating lines, unit heaters, radiators, circulating pumps, etc. SEE #1~~
9. Manages material requirements and manpower needs; coordinates the procurement of materials according to District purchasing policies and procedures.
10. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
11. Communicates with Administrators on scheduling work assignments at job sites.
12. Meets with vendors to obtain quotes for materials and assists in preparation of formal bid packages.
13. Assists in preparing annual budget for District plumbing functions and monitors related budget expenditures.

14. Conducts inventory of equipment tools and assigned vehicles and determines equipment repair and maintenance needs.
15. Ensures timely data entry of work performed by District personnel.
16. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. ~~Requires five years of varied plumbing experience; one year of previous lead experience is desirable; or a vocational/technical certificate in plumbing and two or more years plumbing experience.~~ Requires a minimum of five years previous plumbing experience involving the installation, maintenance and repair of both potable and non-potable systems; or vocational/technical certification in the plumbing trade and/or a Journeyman license in related field and three years' experience.
2. Must acquire and maintain Backflow Certification.
3. Must be able to read and interpret blueprints, engineering drawings and be familiar with codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.32

Title: Lead Roofer

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

~~Supervises roofing department subordinates in the repair and preventive maintenance of District facilities.~~

Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with power tools and trade practices associated with roofing work; Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, code compliance and follows set building standards; Maintains familiarity with all facets of the roofing trade; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

- ~~1. Coordinates the day-to-day roofing department activities by delegating work assignments and equipment to workers.~~ Supervises District Roofing Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of roofing systems to include flat rolled roofs, metal roof and shingle roofs, gutters, downspouts and interior ceilings of District facilities.
- ~~2. Prioritizes work orders to ensure that assignments are completed in an orderly fashion.~~ Maintains or installs roofs, gutters and ceilings; May assist other departments as needed.
- ~~3. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the roofing shop when needed.~~
- ~~4. Determines daily work priorities, schedules and assigns work accordingly.~~
- ~~5. Provides information regarding annual budget to confirm that all department needs were met.~~ Manages material requirements and manpower needs; Uses math skills to determine the total square of material need to complete assigned tasks; Coordinates the procurement of materials according to District purchasing policies and procedures.
- ~~6. Determines the day-to-day resource needs including materials, contracted services and shop management.~~ Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
- ~~7. Arranges and coordinates training activities for roofing department personnel.~~ Communicates with Administrators on scheduling work assignments at job sites.
- ~~8. Inspects the quality of work performed by department staff.~~ Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
- ~~9. Handles day-to-day problems, which may arise and adjusts situations accordingly.~~ Assists in preparing annual budget for District Roofing Shop functions and monitors related budget expenditures.
- ~~10. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.~~
- ~~10. Performs other tasks as assigned by the Director of Maintenance.~~ Ensures timely data entry of work performed by District personnel.
- ~~11. Performs related record keeping as required.~~ Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years drywall and roofing repair experience; or a combination of previous education/training/experience, which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Must be a high school graduate or have passed the G.E.D. equivalency examination.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		

<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.34

Title: Locksmith

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District building keys, locks, doors, latches and other exit devices both mechanical and electronic to ensure safe, secure and continuous operation of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District building keys, locking devices and electronic badge/secure locking systems and provides scheduled and unscheduled maintenance as assigned by Shop Lead.
2. Performs field installation, repair and maintenance activities including cutting new keys, rekeying locks, installing locksets and hardware, repairing locks, disassembling, cleaning, lubricating locks and clearing keyways.
3. Maintains building egress systems to include locks, locking devices and associated hardware, doors, panic bars, dogging devices and related emergency equipment to ensure proper functioning of emergency exits,
4. Maintains and updates inventory of District keys and key replacement log manual. Tracks keys that require replacement and notifies supervisor of continuous replacement problems.
5. Assists in carpentry projects including hanging doors, setting hinges, and installing locks.
6. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Minimum of one year previous related experience or a combination of previous education/training/experience, which provides for an equivalent background necessary to perform the work, with working knowledge of computer based maintenance management systems.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI

within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

5. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds		X		
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects		X		
Reach above shoulders		X		
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.		X		
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.		X		

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/5/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.37

Title: Small Engine Mechanic

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District custodial and grounds keeping equipment. Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when operating heavy equipment, using power tools and associated equipment; Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Provides scheduled and unscheduled maintenance as assigned by Team Leader.
2. Determines appropriate schedule and performs repair and maintenance work on custodial and grounds keeping equipment including trim mowers, line trimmers, leaf blowers, edgers, hedge trimmers, tank and upright vacuums, and flow and shampoo machines.
3. Troubleshoots equipment to determine repair and maintenance work required including checking equipment for worn parts, gas and oil mix ratios, etc.
4. Locates new and used parts to repair and maintain equipment and picks up parts.
5. Conducts routine preventative maintenance work on equipment to ensure safe operation of equipment and minimize need for major repair.
6. Makes recommendations to supervisor as to repair and/or replacement of equipment and parts.
7. Maintains operational knowledge of mechanical and electrical equipment required to maintain and repair custodial and grounds keeping equipment.
8. Performs other duties of a similar nature or level. as assigned.

Required Qualifications:

1. Requires a minimum of two years' engine and equipment mechanical repair experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to 50 pounds.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven

(7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

5. Must maintain a safe driving record while employed.
6. Must be able to follow written instructions without supervision.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds	X			
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects	X			
Reach above shoulders		X		
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	X			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 10/17/2006

Revised: 05/19/2011

Revised: 9/05/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.38

Title: Painter

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance

Job Description:

Inspects, prepares, paints and pressure washes District interior/exterior articles and structures to maintain clean, safe District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools, paint/prep chemicals and associated equipment.

Responsibilities and duties of this position include:

1. Provides scheduled and unscheduled maintenance as assigned by Lead Painter.
2. Paints District buildings, interior/exterior consistent with quality standards, to maintain building appearance including new construction, portables, classrooms, bathrooms, walls, floors, ceilings, stadiums and metal equipment.
3. Prepares and paints parking lot stripings, car stops, titles and stencil signs.
4. Paints all interior and exterior physical education surfaces consistent with layout specifications; Determines color changes as specified.
5. Prepares and performs woodwork finishing activities; Applies stains and finishes consistent with quality standards.
6. Pressure washes non paintable surfaces such as concrete, brick and stone to clean surfaces.
7. Determines and assembles appropriate materials and equipment and estimates amount of paint required to complete work orders.
8. Mixes and matches paints and finishes using color meter.
9. Maintains familiarity with Material Safety Data Sheets (MSDS) associated with various paints and chemicals used in the painting trade.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires three years painting experience involved in the preparation and painting of interior/exterior surfaces.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination
3. Possess a valid Florida Driver's License appropriate to operate the vehicle/equipment assigned and during employment.

4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows:
On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds	X			
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects	X			
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.		X		
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	X			

Board Approved: 05/20/93

Revised: 09/21/1995

Revised: 09/5/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.41

Title: Pest Control Operator

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance Or Assigned Supervisor

Job Description:

~~Provides pest control services for the District to ensure District buildings, structures and athletic fields are pest free, consistent with State and District procedures. Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when operating heavy equipment, using power tools and associated equipment; Provides assistance to other departments as needed~~ Provides scheduled and unscheduled maintenance of pesticide application, consulting labels for recommended applications, determines treatment needs and mixes chemicals to ensure safe application of chemicals to school district facilities. May be called upon for animal pest removal from school district buildings, structures, grounds and fields. Operates agricultural and pesticide equipment. Understands both written and verbal communications. Documents work completed using both digital and written work orders. Complies with and supports all safety standards when using power tools, material safety data sheets, vehicles and associated pest control equipment.

Responsibilities and duties of this position include:

- ~~1. Applies pesticides to buildings and structures, consistent with State regulations.~~ Safely applies pesticides in accordance with local, state and federal regulations. Completed assigned tasks issued by the Lead Pest Control Operator.
2. Performs the safe removal of animal pests from school premises.
3. Monitors and maintains all School Board buildings to ensure adherence to the Integrated Pest Management (IPM) program as required by applicable State laws and regulations.
4. Maintains records of all restricted pesticide application as required by the State regulations.
5. Provides pest control services to all athletic fields and turf to ensure that they are pest and weed free.
6. Consults and properly interprets chemical labels for recommended applications and mixes chemicals per State and Federal regulatory requirements.
7. Reviews current pest control practices and maintains knowledge of label changes and updates to ensure compliance with Federal, State and Local regulations relating to the distribution and application of pesticides.
8. Understands and maintains Material Safety Data Sheets (MSDS) associated with chemicals being used for Pest Control
9. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. High School graduate or have passed the G.E.D. equivalency examination.
2. One year experience in pest control practices/procedures; or a combination of previous education/training/experience that provides for an equivalent background necessary to perform the work.
3. Requires the ability to move objects weighing up to fifty pounds
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and must maintain same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12- month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no- contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.
7. Must hold a Pest Control Certificate issued by the Florida Department of Agriculture and Consumer Services in the following categories:
 - a. Certification in Structural
 - b. Certification in Lawn and Ornamental
 - c. Must continue to accumulate the required number of Continuing Education Units to maintain certificate

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds	X			
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects	X			
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.		X		
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	X			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/28/1999

Revised: 09/5/2019

Revised: 12/10/2020

Job Locator: C-3.4.42

Title: Plumber

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District plumbing systems, fixtures and related equipment to ensure safe, comfortable and continuous operation of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District plumbing equipment/systems and provides scheduled and unscheduled maintenance as assigned by Lead Plumber.
2. Troubleshoots, tests, repairs and replaces District plumbing, fixtures and trim, heating/cooling systems, lift stations, wastewater plants, water plants, boilers and irrigation systems; May test and repair backflow preventers; Keeps records of water meters for both potable and non-potable systems.
3. Roughs in plumbing and trim for new relocatable classrooms. Repairs and replaces plumbing fixtures and trim in District facilities.
4. Assists with repairs/replaces broken water mains and support, sewer or waste lines.
5. Maintains and repairs heating and cooling systems including monitoring boiler, recommending replacement or repair of worn or damaged parts, such as, repairing or replacing heating lines, unit heaters, radiators, circulating pumps, etc.
6. May include digging of trenches, running of pipe, entering crawl spaces, etc.
7. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience troubleshooting, repairing, and/or maintaining plumbing related equipment/systems; or a vocational/technical certificate in a plumbing related area and one year experience; or a combination of training/education/experience which provides for an equivalent background to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Requires the ability to move objects weighing up to fifty pounds.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.

5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds	X			
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects	X			
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	X			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/5/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.43

Title: Plumber Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Learns, assists and participates in the installation, repair and maintenance of irrigation systems, plumbing systems or equipment. Learns and assists more experienced personnel performing plumbing activities. May assume and perform plumbing tasks independently with increased experience and as assigned.

Responsibilities and duties of this position include:

1. Assists in troubleshooting and repairing plumbing problems or equipment malfunctions. Repairs and/or replaces broken water mains, sewer, waste or support lines.
2. Installs new plumbing fixtures and trim for portable classrooms. Repairs and replaces fixtures and trim in District facilities.
3. Assists in the troubleshooting, installing and repairing of irrigation systems and equipment.
4. Assists in the installation of air or air lines.
5. Assists and learns to conduct scheduled maintenance and repairs to radiators, circulating pumps, boilers, heating lines, or cooling systems.
6. Performs other duties of a similar nature or level.

Required Qualifications:

1. Requires a minimum of ~~three~~ two years experience assisting plumbers in the installation, maintenance or repair of plumbing systems and equipment; or a vocational/technical certificate in plumbing field; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows:
On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
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<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.44

Title: Roofer

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains and repairs roofs, ceilings and gutters of District buildings and structures to ensure the safety and integrity of District facilities; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment; Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Maintains District roofs, ceilings and gutters on buildings and structures and provides scheduled and unscheduled maintenance as assigned by Lead Roofer.
2. Performs roofing repair and maintenance activities including repairing roofs, ceiling tile, and sheet rock.
3. Repairs damaged ceiling tiles, leaking roofs, vandalized areas, etc.
4. Replaces damaged sheet rock: cuts, scrapes, selects and finishes sheetrock.
5. Installs drop ceilings as needed.
6. May include entering attic spaces, crawl spaces, operating lifts, etc.
7. Assists carpenter shop as needed in building porches and ramps, laying tile, spraying and texturing ceilings, ceiling grid, metal studs, ceramic tile, and in other general carpentry duties.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years sheetrock and roofing repair experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI

within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

6. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds	X			
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects		X		
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	X			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 09/5/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.47

Title: District Wide School Maintenance Mechanic

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Conducts and performs a variety of routine building and related equipment maintenance repairs and preventive maintenance in assigned District buildings, structures and grounds to ensure the safety and integrity of District facilities; Performs welding and fabrication of equipment/parts for repairs; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment; Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Maintains District grounds, structures, facilities and related equipment and provides scheduled and unscheduled maintenance as assigned by Lead Heavy Equipment Operator.
2. Installs and repairs school playground and physical education equipment, (i.e. volleyball standards, football goals, basketball backboards and rims, swings, slides, frames, legs, etc.).
3. Repairs and maintains stadiums, mechanical gymnasium bleachers, and other outdoor seating to meet safety requirements.
4. Repairs and maintains custodial cleaning equipment, grounds keeping equipment, and large agriculture equipment (i.e. bushhogs).
5. Repairs and maintains machine shop equipment and tools, such as drill press, grinder, metal shear, metal breaks, hydraulic presses, arc welder, oxyacetylene torch, etc.
6. Operates shop machines to fabricate and make repairs to projects such as welder, oxy-acetylene torch, metal shear, grinder, metal break, hydraulic press, etc.
7. Performs welding (arc, gas, MIG and TIG) oxy-acetylene (welding, cutting, brazing, soldering and heat beading) and sheet metal work in fabrication and repair of any item.
8. Operates special equipment such as bucket truck, lifts, etc.
9. Provides input to supervisor on needed repairs and/or replacement of equipment.
10. Maintains operational knowledge of mechanical and electrical manuals required to maintain and repair all assigned equipment and provide relative information to Small Engine and Maintenance Mechanics when warranted.
11. Performs other similar or related duties as assigned.

Required Qualifications:

1. Requires a minimum of three years' previous related experience, including welding; or a vocational/technical certificate and two years' experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work, which must include welding experience.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds	X			
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects	X			
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.			X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			

Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	X			

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 06/27/2001

Revised: 06/20/2006

Revised: 09/05/2019

Reviewed: 12/10/2020

Job Locator: C-3.4.51

Title: Warehouser

Position Grade: Support Salary Schedule

Evaluated By: Assigned Supervisor

Job Description:

Assists in the receiving and storing of school ~~supply materials~~ **and maintenance materials**. Completes requisition orders and delivers to schools. Organizes and maintains furniture/equipment warehouse inventories. Handles and disposes of surveyed items from area cost centers. Delivers/assembles new and reissue furniture as needed. **Understands verbal and written orders, either digital or written; documents work completed by either digital or written.**

Responsibilities and duties of this position include:

1. **Unloads, stocks or shelves supplies and equipment, operates forklift and pallet jack.**
2. Receives and fills custodial or commodity food orders or requests for supplies.
3. Delivers supplies, equipment, UPS, FedEx orders, US Mail and foods to schools by operating the delivery truck.
4. Receives supplies, counts to ensure quantity, signs and forwards invoice or appropriate paperwork to supervisor.
5. Assists in maintaining both the perpetual inventory and physical inventory process by counting stock items and checking items off on computer printout sheets.
6. Maintains work area; cleans up damaged or spilled items and reports losses to supervisor.
7. Performs minor or preventative maintenance on vehicles (i.e. checking fluid levels; and cleaning and scheduling for oil changes).
8. Pick-up, delivery, assembly of and/or disposal of furniture and equipment from area cost centers. Organization and maintenance of furniture/equipment warehouse inventories.
9. Performs other duties of a similar nature or level.

Required Qualifications:

1. Previous experience operating truck and forklift.
2. Knowledge of inventory process.
3. Ability to move objects weighing up to fifty pounds.
4. Possess a valid Florida Driver's License required to operate vehicle/equipment assigned and maintain same during employment.
5. Minimum of one year previous experience in a warehouse and knowledge of inventory and warehouse practices.
6. Must be a high school graduate or have passed the G.E.D. equivalency examination.
7. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license search, no accumulation of points totaling 8 or more in any 12-month period within the

three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

8. Must maintain a safe driving record while employed.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 05/20/1993

Revised: 04/21/1994

Revised: 09/21/1995

Revised: 12/10/2020

Job Locator: C-3.4.61

Title: Building Automation Systems (BAS) Technical Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with the BAS Specialist to program, monitor, install, test, inspect, diagnose and repair District building automation integrated systems to ensure safe and continuous operation; Performs assignments under the direction of more experienced personnel and may assume more complex tasks given more experience and on-the-job training; Provides assistance in maintaining records and completing work using both digital and written work orders as assigned; Complies with and supports all safety standards.

Responsibilities and Duties of this Position:

1. Assists BAS Specialist in maintaining District automated building systems including heating, ventilation air conditioning (HVAC), digital bell schedules, lighting controls, building access controls, video security systems and other digitally integrated systems as assigned.
2. Monitors the operation of automated building systems such as Energy Management Systems.
3. Assists and participates in programming digital access control locking systems, maintaining computerized databases and installing upgrades to automated building systems.
4. Assists in performing installation, repair and preventive maintenance on HVAC electronic controls.
5. Troubleshoots, tests and repairs large multi-tiered HVAC systems, associated controllers, and their Direct Digital Controls (DDC), and other automated building applications as assigned.
6. Assists with programming automated logic controls systems such as BacNet and JACE protocols.
7. Works with industry related tools, computers and associated software; utilizes digital multimeter and related controls calibration and testing tools as they pertain to servicing DDC systems and their end devices.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year previous experience troubleshooting, programming, repairing and maintaining automated building systems and equipment or vocational/technical certification in either HVAC, electronic digital controls, computer science, or related field or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the job.
2. Read, understand and interpret architectural blueprints, and building mechanical system sequence of operations.

3. Working knowledge of Microsoft Office products.
4. Must be a high school graduate or have passed the G.E.D. equivalency exam.
5. Must have an appropriate valid Florida Driver's License and must maintain the same during employment.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month prior within the 3 (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

<u>PHYSICAL EFFORT</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

<u>WORKING CONDITIONS</u>	<u>REGULARLY</u>	<u>FREQUENTLY</u>	<u>OCCASIONALLY</u>	<u>NEVER</u>
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high</u>	<u>X</u>			

<u>places, and exposure to heat or chemicals.</u>				
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Board Approved: 08/02/2018

Revised: 12/10/2020

Job Locator: C-3.4.62

Title: Building Automation Systems (BAS) Specialist

Position Grade: Support Salary Schedule

Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

Works with the BAS Coordinator to program, monitor, install, tests, inspect, diagnose and repair building automation systems (BAS) including heating, ventilation air conditioning (HVAC), digital bell schedules, lighting controls, building access controls, video security systems and other digitally integrated systems; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards.

Responsibilities and duties of this position include:

1. Monitors the operation of automated building systems such as Energy Management Systems.
2. Assists in diagnosis and repair of malfunctioning automated building and HVAC systems.
3. Responsible for the implementation and maintenance of computerized databases; installs upgrades to automated building systems.
4. Responsible for programming digital access locking systems.
5. Assists in the installation, repair and preventive maintenance on all campus HVAC electronic controls.
6. Works with large multi-tiered HVAC system controls, associated controllers, and their Direct Digital Controls (DDC), and other applications as warranted.
7. Interfaces and programs automated logic control systems such as BacNet, Niagara and JACE protocols.
8. Works with industry related tools, computers and associated software; utilizes digital multimeter and related controls calibration and testing tools as they pertain to servicing DDC systems and their end devices.
9. Read, understand and interpret architectural blueprints, and HVAC system sequence of operations.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous experience programming and commissioning HVAC control systems, electrical experience equivalent to a Journeyman Electrician license or Associate's degree (A. A.) or equivalent from two-year college or technical school in HVAC, Computer Science, or Computer Science related field or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the job.
2. Experience with installation techniques and servicing/repairing BAS equipment.
3. Experience with Trane or Tridium Niagara AX/4 with multiple BAS integration protocols is highly preferred.
4. Working knowledge of Microsoft Office products.
5. Must be a high school graduate or have passed the G.E.D. equivalency exam.
6. Must have an appropriate valid Florida Driver's License and must maintain the same during employment.

7. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month prior within the three (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record. A no-contest plea shall be considered the same as a conviction.
8. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
<u>Lifting/carrying objects under 20 pounds</u>	<u>X</u>			
<u>Lifting/carrying object between 21-50 pounds</u>		<u>X</u>		
<u>Standing for sustained period of time</u>		<u>X</u>		
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>		<u>X</u>		

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
<u>Working in normal office environment with few physical discomforts.</u>		<u>X</u>		
<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>		<u>X</u>		
<u>Working with equipment or performing procedures where carelessness could result in injury</u>		<u>X</u>		
<u>Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.</u>	<u>X</u>			

Board Approved: 08/02/2018

Revised: 12/10/2020

Job Locator: C-3.4.65

Title: Lead Access Controls/Locksmith

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions; organizes and assigns daily work priorities; Orders and maintains materials and tools: Demonstrates proficiency with computers, power tools and trade practices associated with electronic access controls and locksmith trade; Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, code compliance and follows set building standards; Coordinates with vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises the Access Controls Locksmith shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of District access control systems and other devices both mechanical and electronic to ensure safe, secure, and continuous operation of District facilities and performs maintenance on same equipment when required
2. Directs and coordinates with electronic badge work center in the creation and access controls software updates and deletions.
3. Supervises the repair of building egress systems to include all access control equipment and associated hardware.
4. Communicates with Administrators on scheduling work assignments at job sites.
5. Supervises and directs assigned personnel to assist in carpentry projects including, hanging doors, setting hinges, installing locks and associated hardware.
6. Directs the ordering of materials for the Access Control Locksmith work center according to District purchasing policies and procedures.
7. Supervises the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
8. Maintains inventory of equipment, tools and assigned vehicles to work center personnel.
9. Directs the timely data entry of work performed by the District assigned to the work center.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Three years previous related experience or a combination of previous education/training/experience providing for an equivalent background necessary to perform the work with working knowledge of computer based maintenance management systems.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds	X			
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects		X		
Reach above shoulders		X		
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.		X		
Working in an area that is somewhat uncomfortable due to	X			

drafts, noise, temperature variations and other conditions.				
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.		X		

Board Approved: 11/07/2019

Reviewed: 12/10/2020

Job Locator: C-3.8.39

Title: Irrigation Mechanic/Plumber

Position Grade: Support Salary Schedule

Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs, replaces and installs electric and hydraulic irrigation systems and other related equipment to ensure safe and continuous operation of District facilities; Assists in determining optimal irrigation schedules and ensuring water conservation while meeting the District's demands; Assists in the repair and maintenance of District plumbing equipment, water mains, and other devices; Understands written and verbal instructions; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District irrigation systems and other plumbing related systems as assigned by Lead Plumber.
2. Troubleshoots, tests repairs and replaces District irrigation systems including controllers, clocks, sprinkler heads, impact heads, rotors, pumps, etc for the purpose of identifying repair and replacement needs necessary to maintain equipment and systems.
3. Provides scheduled and unscheduled maintenance of irrigation systems.
4. Responds to emergency situations (i.e. broken pipe, sprinkler, drainage problems, etc.) for the purpose of resolving immediate safety concerns.
5. Installs, or modifies, existing irrigation systems, pumps, clocks, wiring, control valves and heads.
6. Assists in the design and specification of irrigation systems and materials on new projects and verifying the performance of work completed under purchase order contracts.
7. Performs plumbing repair activities as required, to include, but not limited to; repairing/replacing broken plumbing fixtures, broken water mains, and support, sewer, or waste lines.
8. Maintains accountability and inventory for assigned tools and equipment.
9. May include digging of trenches, running of pipe, etc.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years' experience troubleshooting, repairing, maintaining and/or installing irrigation systems; or a vocational/technical certificate and two years' experience; or a combination of training/education/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.

3. Must be a high school graduate or have passed the GED equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned, and maintain same during employment.
5. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12 month period within three (3) consecutive years immediately preceding the record search; and no conviction for DUI within seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds	X			
Lifting/carrying object between 21-50 pounds	X			
Standing for sustained period of time	X			
Stooping/bending	X			
Walking for sustained periods of time	X			
Climb steps, stools or ladders	X			
Kneeling/crouching	X			
Twisting	X			
Pushing/pulling carts or other such objects	X			
Reach above shoulders	X			
Repetitive motions of the wrists, hands and fingers	X			
Operation of power tools, mechanical equipment	X			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in normal office environment with few physical discomforts.				X
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.	X			
Working with equipment or performing procedures where carelessness could result in injury	X			
Work Conditions that may have a variety of physical conditions, such	X			

as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.				
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Board Approved: 02/15/2007

Revised: 09/05/2019

Reviewed: 12/10/2020

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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III. Instructional Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
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III. Instructional Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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III. Instructional Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous Assignment</u>
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III. Instructional Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
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III. INSTRUCTIONAL ACTIONS 2019-2020

G. PENDING APPOINTMENTS

<u>Name/Assignment</u>	<u>Location</u>	<u>Effective</u>
NONE		

III. INSTRUCTIONAL ACTIONS 2019-2020

H. OUT OF FIELD

<u>Name</u>	<u>Subject</u>	<u>OOF Subject</u>	<u>Site</u>	<u>Effective</u>
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NONE				
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III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
AIKEN, CANDIS PAIGE OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	Effective 2020-11-02 10 MONTH / Instructional Probationary Annual
CRAWFORD, RANDALL J OPJ TEACHER, BUSINESS ED 10 MONTH	Orange Park Jr High	Effective 2020-11-13 10 MONTH / Instructional Probationary Annual
DALY, SANDRA V RHS TEACHER, FOREIGN LANG, SH 10 MONTH	Ridgeview High School	Effective 2020-10-27 10 MONTH / Instructional Probationary Annual
EVANS, ILISSA RAE MRE TEACHER, VE/INCLUSION 10 MONTH	Mcrae Elementary	Effective 2020-10-30 10 MONTH / Instructional Probationary Annual
FIGUEROA MERLE, ERICK YADIER OLJ TEACHER, PHYSICAL ED JH 10 MONTH	Oakleaf Junior High School	Effective 2020-11-04 10 MONTH / Instructional Probationary Annual
FLY, FAITH MIRACLE FYA TEACHER, DROPOUT PREV SH 10 MONTH	FL Youth Challenge Academy	Effective 2020-10-15 10 MONTH / Instructional Probationary Annual
FORTSON, ROBERT C WJH TEACHER, MATHEMATICS, JH 10 MONTH	Wilkinson Jr High	Effective 2020-10-22 10 MONTH / Instructional Probationary Annual
GRIMSLEY, CONCETTA A RVE TEACHER, VE SELF- CONTAINED 10 MONTH	Ridgeview Elementary	Effective 2020-11-03 10 MONTH / Instructional Probationary Annual
HOWARD, JACQUELINE DENISE TES TEACHER, SC, FIFTH GR 10 MONTH	Tynes Elementary	Effective 2020-10-23 10 MONTH / Instructional Probationary Annual
HOWE III, RAYMOND KING BLC TEACHER, VE SELF- CONTAINED 10 MONTH	Bannerman Learning Center	Effective 2020-11-04 10 MONTH / Instructional Probationary Annual
LOHSE, ALISHA ROSE CEB COUNSELOR, ELEM 10 MONTH	Charles E. Bennett Elementary	Effective 2020-10-28 10 MONTH / Instructional Probationary Annual
LYNCH, TIFFANY LISA STS SCHOOL SOCIAL WORKER 10 MONTH	Student Services	Effective 2020-11-09 10 MONTH / Instructional Probationary Annual
MARTIN, TIFFANY SPENCER ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Shadowlawn Elementary	Effective 2020-10-26 10 MONTH / Instructional Probationary Annual
MCNABB, MARY MADALINE LAE TEACHER, SC, KINDERGARTEN 10 MONTH	Lake Asbury Elementary	Effective 2020-11-02 10 MONTH / Instructional Probationary Annual
ROMERO, FELICIA WINDHAM TES TEACHER, VE/INCLUSION 10 MONTH	Tynes Elementary	Effective 2020-11-02 10 MONTH / Instructional Probationary Annual
SCHOENINGER, JOHN C OPJ TEACHER, SOC STUD, JH 10 MONTH	Orange Park Jr High	Effective 2020-10-28 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
STANSBERRY JR, REESE E FIH TEACHER, TECHNOLOGY ED 10 MONTH	Fleming Island High School	Effective 2020-11-03 10 MONTH / Instructional Probationary Annual
VALINSKI, MELISSA PAIGE SLE TEACHER, SC, FOURTH GR 10 MONTH	Shadowlawn Elementary	Effective 2020-10-22 10 MONTH / Instructional Probationary Annual
WALTBILLIG, ANGELA MEYN LAJ TEACHER, SCIENCE, JH 10 MONTH	Lake Asbury Junior High School	Effective 2020-11-02 10 MONTH / Instructional Probationary Annual
WALTON, KARLEEN MARIE LAE COUNSELOR, ELEM 10 MONTH	Lake Asbury Elementary	Effective 2020-11-06 10 MONTH / Instructional Probationary Annual
WEAVER, KRISTEN MARIE PES TEACHER, SC, KINDERGARTEN 10 MONTH	Robert M. Paterson Elementary	Effective 2020-10-28 10 MONTH / Instructional Probationary Annual
WOOD, JULIANNE ROE TEACHER, SC, THIRD GR 10 MONTH	Rideout Elementary	Effective 2020-11-09 10 MONTH / Instructional Probationary Annual
YOUNG, LEEANNA JEAN ESE STAFFING SPECIALIST 10 MO 10 MONTH	Thunderbolt Elementary	Effective 2020-10-19 10 MONTH / Instructional Probationary Annual

III. Instructional Actions**B. RE-APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
THOMAS, ANTONIO NAJEE OPH TEACHER, VE SELF- CONTAINED 10 MONTH	Orange Park High	10 MONTH / Annual

III. Instructional Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
GULLETT, CAREY PIERCE OPE TEACHER, VE/INCLUSION 10 MONTH	Doctors Inlet Elementary	Effective 2020-11-30 /transfer from / DIS TEACHER, SC, SECOND GR
MORGAN, KRISTI C KHH TEACHER, VE/INCLUSION 10 MONTH	Mcrae Elementary	Effective 2020-11-30 /transfer from / MRE TEACHER, PRE-KDG/ASD ESE

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	BEYER, BRADLEY THOMAS OPH TEACHER, INDUSTRIAL ED 10 MONTH	Orange Park High	Effective 2020-10-23 RESIGNATION
	CHAPMAN, KEBRINA MARIE RVE TEACHER, SC, FIFTH GR 10 MONTH	Ridgeview Elementary	Effective 2020-11-10 RESIGNATION
	CORRITORE, JENNIFER JOY CVA TEACHER, MATHEMATICS, JH 10 MONTH	Clay Virtual Academy	Effective 2020-11-05 RESIGNATION
	FIELD, ERICA DOE TEACHER, SCIENCE RESOURCE 10 MONTH	Discovery Oaks Elementary	Effective 2020-11-02 RESIGNATION
	FIELDS, KISHINNA T B OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2020-11-13 RESIGNATION
	FORTUNE, JOSEPH EDWARD DOE TEACHER, SC, SIXTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2020-10-23 CONCLUDE EMPLOYMENT
	GRIBBEN, MARK ANDREW CVA TEACHER, SCIENCE, JH 10 MONTH	Clay Virtual Academy	Effective 2020-10-30 RETIREMENT
0.9	GRIMSLEY, CONCETTA A RVE BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview Elementary	Effective 2020-11-02 RESIGNATION
	HERSEY, JEREMIAH A KHH TEACHER, MATHEMATICS, SR 10 MONTH	Keystone Heights High School	Effective 2020-10-30 RESIGNATION
	HOGMIRE, JOSHUA JAMES OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	Effective 2020-11-20 RESIGNATION
	HOLT, PAULA RENE A CEB TEACHER, SC, SIXTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2020-10-23 RESIGNATION
	JOHNSON, TRACE MORGAN RHS TEACHER, VE/INCLUSION 10 MONTH	Ridgeview High School	Effective 2020-11-20 RESIGNATION
	JORDAN, MARY MONICA OPH TEACHER, VE SELF- CONTAINED 10 MONTH	Orange Park High	Effective 2020-11-03 RESIGNATION
	MAGNUSSON, KARL DANIEL B RVE TEACHER, VE SELF- CONTAINED 10 MONTH	Ridgeview Elementary	Effective 2020-10-30 RESIGNATION
	MCGERALD, SARAH THERESA TES TEACHER, SC, FOURTH GR 10 MONTH	Tynes Elementary	Effective 2020-12-22 RESIGNATION
	MILLER, MOLLY JEAN LAE TEACHER, SC, KINDERGARTEN 10 MONTH	Lake Asbury Elementary	Effective 2020-10-30 RESIGNATION
	MORA, DEBRA JEAN LAJ TEACHER, VE SELF-	Lake Asbury Junior High School	Effective 2020-12-22 RETIREMENT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	CONTAINED 10 MONTH		
	PENNYBAKER, WILLIAM W OLJ TEACHER, READING, JH 10 MONTH	Oakleaf Junior High School	Effective 2020-11-10 CONCLUDE EMPLOYMENT
	RUFF, JADEN A GPE TEACHER, SC, KINDERGARTEN 10 MONTH	Grove Park Elementary	Effective 2020-11-02 RESIGNATION
	RUSSELL, SAMANTHA LEE ESE TEACHER OCCUPATION THERAPI 10 MONTH	Oakleaf Village Elementary	Effective 2020-10-27 RESIGNATION
	SANDERSON, TAMMY L CEB TEACHER, SC, FOURTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2020-10-23 RESIGNATION
0.8	SCHOENINGER, JOHN C OPJ IN SCHOOL SUSPENSION 9 MON SU	Orange Park Jr High	Effective 2020-10-27 RESIGNATION
	SMITH, SHAWN CHARESE LJH COUNSELOR, JH 11 MONTH 11 MONTH	Lakeside Junior High	Effective 2020-11-20 RESIGNATION
0.9	WEAVER, KRISTEN MARIE PES GENERAL HEALTH ASSISTA 9 MON SU	Robert M. Paterson Elementary	Effective 2020-10-27 RESIGNATION
	WESTER, MINDY LEE KHE TEACHER, SC, THIRD GR 10 MONTH	Keystone Heights Elementary	Effective 2020-11-20 RESIGNATION
	WHITE, JENNIFER LYNN MHS TEACHER, FAMILY/CONSUMER 10 MONTH	Middleburg High	Effective 2020-12-22 RESIGNATION
	WOO, KIMBERLEY ANN OLJ COUNSELOR, JH 11 MONTHS 11 MONTH	Oakleaf Junior High School	Effective 2020-11-13 RESIGNATION

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	ARNETTE, ROBERT BRYAN OHS TRACK HD SH SUPPLEME	Oakleaf High School	Appointment
0.3	BAKER, SARAH A MHS SENIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
0.3	BOONE, KELLY RAE MHS SENIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	BUCKLEW, BAIRE FIH SOFTBALL FP HD JV SUPPLEME	Fleming Island High School	Appointment
0.5	CARTER, JESSICA DYKES KHH FLAG FOOTBALL HD SH/JH SUPPLEME	Keystone Heights Elementary	Appointment
0.1	CLARK, TREVOR M RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Appointment
	COLE, FREDERICK DARNELL OHS BASKETBALL HD SH SUPPLEME	Oakleaf High School	Appointment
	DANIELS, JUSTIN LEE OPJ WRESTLING HD JH SUPPLEME	Orange Park High	Appointment
	FAVORS, ANTHONY GEAN CHS VOLLEYBALL HD JV SUPPLEME	Clay High	Appointment
	FLAHERTY, BRIAN PATRICK CHS FOOTBALL ASST HS 25% SUPPLEME	Clay High	Appointment
	FLAHERTY, BRIAN PATRICK CHS FOOTBALL ASST SH 75% SUPPLEME	Clay High	Appointment
0.5	GIBSON, HEATHER LYNN KHE ESE INTERVENTION FAC. SUPPLEME	Keystone Heights Elementary	Appointment
	GOODWIN, ADAM GRAY MHS SOCCER HEAD JV SUPPLEME	Middleburg High	Appointment
	GRANESE, ROBERT MICHAEL OPJ DEPT HEAD (11-16) SUPPLEME	Orange Park Jr High	Appointment
	HAMMONDS, SUSAN B CVA ESE INTERVENTION FAC. SUPPLEME	Clay Virtual Academy	Appointment
0.5	HOGMIRE, JOSHUA JAMES OLJ DEPT HEAD (6-10) SUPPLEME	Oakleaf Junior High School	Resignation
	LEITHEISER, BETH COLLEEN KHH DEPT HEAD (6-10) SUPPLEME	Keystone Heights High School	Appointment
	LESTER, SHELLEY A OPJ TITLE 1 SUP ED SUPPLEME	Orange Park Jr High	Appointment
	MARSH, VIRGINIA NICOLE MCE DEPT HD (3-5)	Montclair Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
	MARSHALL, RICHARD BRANDON KHH WRESTLING HD SH SUPPLEME	Keystone Heights High School	Resignation
	MONCRIEF, HELEN SUZANNE KHH TRACK HD SH SUPPLEME	Keystone Heights High School	Appointment
0.1	NESE, ALBERT RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Appointment
	OSBORNE, CHRISTINA MARIE KHH NATIONAL BETA CLUB SP SUPPLEME	Keystone Heights High School	Appointment
0.5	POUPARD, MINDY MICHELLE KHH FLAG FOOTBALL HD SH/JH SUPPLEME	Keystone Heights Elementary	Appointment
	QUALLS, TRISHA ELAINE KHH TRACK HD JH SUPPLEME	Keystone Heights High School	Appointment
0.1	RANDALL, ANGELA JO RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Appointment
0.5	REHMAN, JUDY REBECCA OPH DEPT HD (3-5) SUPPLEME	Orange Park High	Appointment
	REYNOLDS JR, STEVEN MICHAEL KHH BASKETBALL HD JH SUPPLEME	Keystone Heights Elementary	Appointment
	REYNOLDS JR, STEVEN MICHAEL KHH FOOTBALL ASST HS 25% SUPPLEME	Keystone Heights Elementary	Appointment
	REYNOLDS JR, STEVEN MICHAEL KHH FOOTBALL ASST SH 75% SUPPLEME	Keystone Heights Elementary	Appointment
0.1	RODERICK, RORY G OHS (.128) SIXTH PERIOD SUPPLEME	Oakleaf High School	Appointment
0.1	SCHULTZ, HOLLI K OHS (.128) SIXTH PERIOD SUPPLEME	Oakleaf High School	Appointment
	SCOTT, JACOB THOMAS OHS WEIGHTLIFTING HD SH SUPPLEME	Oakleaf High School	Appointment
	SHAW, MARY KAREN KHH TRACK ASST SH SUPPLEME	Keystone Heights High School	Appointment
0.1	SKAPETIS, DEVAN S RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Appointment
	SOLOMON, GUSSIE LAFREDA OHS BASKETBALL ASST SH SUPPLEME	Clay Virtual Academy	Resignation

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SOLOMON, GUSSIE LAFREDA OPH BASKETBALL ASST SH SUPPLEME	Clay Virtual Academy	Appointment
	TAYLOR, LAURA M CGE TT1 SUP ED SUPPLEME	Coppergate Elementary	Appointment
	THURMAN, KATHERINE JENNIFER CVA ESE INTERVENTION FAC. SUPPLEME	Clay Virtual Academy	Resignation
	TRAYWICK, BENJAMIN D FIH TRACK ASST SH SUPPLEME	Middleburg Elementary	Resignation
	USON, JEWEL SHAY DOE DEPT HD (3-5) SUPPLEME	Discovery Oaks Elementary	Appointment
0.5	WHITE, JENNIFER LYNN MHS CO-CURR CLUB SUPPLEME	Middleburg High	Resignation
	WILLIS, TRACINA MONTAE DOE TECH COACH ELEM SUPPLEME	Discovery Oaks Elementary	Appointment

III. INSTRUCTIONAL ACTIONS 2020-2021

G. PENDING APPOINTMENTS

<u>Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>	<u>Effective</u>
NONE				

III. INSTRUCTIONAL ACTIONS 2020-2021

H. OUT OF FIELD

<u>Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>	<u>Effective</u>
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NONE

IV. INSTRUCTIONAL 2019-2020

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2019-2020

C. ADULT EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL 2020-2021

MISCELLANEOUS ACTIONS

A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021

B. COMMUNITY EDUCATION

Appointments

NONE

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021

C. ADULT EDUCATION

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2019-2020

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2020-2021

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

VI. Support Actions

A. APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	
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VI. Support Actions

B. RE-APPOINTMENT

<u>Name/Assignment</u>	<u>Site</u>	
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VI. Support Actions

C. RE-DESIGNATION

<u>Name/Assignment</u>	<u>Site</u>	
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VI. Support Actions

D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	
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VI. Support Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

Name/Assignment	Site	Effective/Action
BRIDGES, JOSHUA LANE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-06-03 CONCLUDE EMPLOYMENT

VI. Support Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	
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VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	AUDLEY JR, MICHAEL PATRICK LJH CUSTODIAN 12 MO SU	Lakeside Junior High	Effective 2020-10-27 12 MO SU / Annual
0.9	BARRON, LAURA STEWART RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2020-10-12 9 MON SU / Annual
	BEAUDROT, DENISE NICHOLE TBE SECRETARY 11 MO 11 MONTH	Thunderbolt Elementary	Effective 2020-10-30 11 MONTH / Annual
	BENEDICT, SHANNON NICOLE- PHA WJH MEDIA TECHNICAL ASST 10 MONTH	Wilkinson Jr High	Effective 2020-10-19 10 MONTH / Annual
	BJELANOVIC, NEVENKA ROE CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2020-10-12 12 MO SU / Annual
	BONIFACE, EYDEE JENNIFER TBE REGISTERED NURSE 10 MONTH	Thunderbolt Elementary	Effective 2020-10-12 10 MONTH / Annual
	BRIGHT, CHRISTINE NICOLE SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2020-11-06 12 MO SU / AC Safety and Security
0.8	BROCK, AMANDA JANE DOE IN SCHOOL SUSPENSION 9 MON SU	Discovery Oaks Elementary	Effective 2020-10-12 9 MON SU / Annual
0.9	BULLARD, MICHELLE STEWART RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2020-10-12 9 MON SU / Annual
0.8	CARTER, DARLENE SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2020-10-27 9 MON SU / Annual
	DOUGHERTY, MARILOU LYNNE OVE SECRETARY 11 MO 11 MONTH	Oakleaf Village Elementary	Effective 2020-10-19 11 MONTH / Annual
	DRURY, ZOIE C SLE CAFE ASSISTANT 4.25 HOURS 9 MON CA	Shadowlawn Elementary	Effective 2020-11-03 9 MON CA / Annual
0.4	FORD, SHERLYN ELAINE OLJ COMPUTER LAB ASSISTANT 9 MON SU	Oakleaf Junior High School	Effective 2020-11-06 9 MON SU / Annual
0.9	HAMILTON, SHERRY LYNNE OPJ GENERAL HEALTH ASSISTA 9 MON SU	Orange Park Jr High	Effective 2020-11-02 9 MON SU / Annual
	HESS, IAN MICHAEL LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2020-10-15 12 MO SU / Annual
0.7	LARSON, KRYSTIN TAYLOR WEC IN SCHOOL SUSPENSION 9 MON SU	W.E. Cherry Elementary	Effective 2020-10-22 9 MON SU / Annual
0.9	LEBLANC, MACKENZIE EVONNE LAE BEHAVIORAL HEALTH	Lake Asbury Elementary	Effective 2020-10-20 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ASST 9 MON SU		
0.9	LOHSE, TRACY LYNNE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2020-10-27 9 MON SU / Annual
0.8	LOTT, THATIANA PATRICIA TBE ESOL CLASSROOM ASSISTANT 9 MON SU	Thunderbolt Elementary	Effective 2020-10-19 9 MON SU / Annual
0.8	MCDANIEL, CANDACE NICOLE STS HEALTH ASSISTANT 9 MON SU	Student Services	Effective 2020-10-29 9 MON SU / Annual
0.9	MCLEAN, CHRISTINE DOE GENERAL HEALTH ASSISTA 9 MON SU	Discovery Oaks Elementary	Effective 2020-10-16 9 MON SU / Annual
0.9	MOORE, ALANNA FOREVER RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2020-10-12 9 MON SU / Annual
0.9	O STEEN, SHANNON HARTLEY RVE BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview Elementary	Effective 2020-10-09 9 MON SU / Annual
	PACHECO, VICTOR MANUEL SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2020-10-19 12 MO SU / AC Safety and Security
0.8	RAMIREZ, HAZEL JOSELY DOE GENERIC CLASSROOM ASSISTAN 9 MON SU	Discovery Oaks Elementary	Effective 2020-10-20 9 MON SU / Annual
0.9	REED, ANGELE LYN LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2020-10-14 9 MON SU / Annual
	REED, ERICA MARIE OLJ MEDIA TECHNICAL ASST 10 MONTH	Oakleaf Junior High School	Effective 2020-10-22 10 MONTH / Annual
	REYES, BERNICE CHE REGISTERED NURSE 10 MONTH	Clay Hill Elementary	Effective 2020-10-21 10 MONTH / Annual
0.9	RODRIGUEZ, MIRANDA LANE TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2020-10-12 9 MON SU / Annual
0.9	RODRIGUEZ, NATALIE ALTAGRACIA TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2020-10-14 9 MON SU / Annual
0.8	STRICKLAND, MELISSA L STS HEALTH ASSISTANT 9 MON SU	Student Services	Effective 2020-11-09 9 MON SU / Annual
	WEBBER, CASEY NICOLE LAE SCHOOL SECRETARY 10 MONTH 10 MONTH	Lake Asbury Elementary	Effective 2020-10-02 10 MONTH / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	WILCOX, KARIN C TBE SECRETARY 11 MO 11 MONTH	Rideout Elementary	Effective 2020-10-05 11 MONTH / Annual
0.8	WING, TIFFANY NICOLE STS HEALTH ASSISTANT 9 MON SU	Student Services	Effective 2020-10-02 9 MON SU / Annual
	WOODWARD, SALLIE L MCE CAFE ASSISTANT 4.5 HOURS 9 MON CA	Montclair Elementary	Effective 2020-10-16 9 MON CA / Annual
	YUMANS, MICHELLE ELAINE SLE ST RECORD SEC 12 MO 12 MO SU	Shadowlawn Elementary	Effective 2020-10-19 12 MO SU / Annual

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	BROWN, LYNNE R LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	9 MON SU / Multi-Year Conditional
0.9	CHANEY, NELLIE LEONE FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional
0.9	CLYBURN, JEROME ANTONIO RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Multi-Year Conditional
0.9	DETWYLER, KENNETH P BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	9 MON SU / Multi-Year Conditional
0.9	EDENFIELD, DEBRA K KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	9 MON SU / Multi-Year Conditional
0.9	FULENWIDER, NICHOLAS REID LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	9 MON SU / Annual
0.9	GIVENS, ANGELA M KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	9 MON SU / Annual
0.9	HOLLAND, SHANDA SHAVON LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	9 MON SU / Annual
0.9	LAHMANN, BETTY ANN CHS BEHAVIORAL HEALTH ASST 9 MON SU	Clay High	9 MON SU / Multi-Year Conditional
0.9	MAHAFFEY, GIGI P KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	9 MON SU / Multi-Year Conditional
0.9	MRWIK, ANGELA MAE FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Annual
0.9	PERKINS, ALEXIS JANEL CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	9 MON SU / Annual
0.9	POWELL, DEANNA SHRI OPJ BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park Jr High	9 MON SU / Multi-Year Conditional
0.9	SANDERS, ALLISON JAMES KHE BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights Elementary	9 MON SU / Annual
0.9	SCHULTHEISS, AMY L ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	9 MON SU / Multi-Year Conditional

VI. Support Actions

B. RE-APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
0.9	SMYK, NICHOLAS HARRY OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	9 MON SU / Multi-Year Conditional
0.9	STRAVATO, DEBORAH L LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	9 MON SU / Multi-Year Conditional
0.9	WILLIAMS, LATASHA LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	9 MON SU / Multi-Year Conditional

VI. Support Actions

C. RE-DESIGNATION

	<u>Name/Assignment</u>	<u>Site</u>	
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VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
0.9	COLLAZOBETANCOURT, MARIELLA POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2020-10-26 /transfer from / POE CAFE ASSISTANT 5.5 HOURS
	CONCHA, SHANNON LEE TRN PARTS MANAGER 12 MO SU	Transportation	Effective 2020-10-26 /transfer from / TRN ASSISTANT PARTS MANAGER
	DRAGO, KAREN ELAINE MHS CAFE ASSISTANT 5 HOURS 9 MON CA	Middleburg High	Effective 2020-10-26 /transfer from / MHS CAFE ASSISTANT 4.25 HOURS
	HOWARD, NICHOLAS A SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2020-11-09 /transfer from / ROE CUSTODIAN
0.9	JOLLY, AMBER CHYRECE CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2020-11-02 /transfer from / RHS BEHAVIORAL HEALTH ASST
0.6	MARTINEZ, PATRICIA OHS CHILD CARE ASSISTANT 9 MON SU	Oakleaf High School	Effective 2020-10-26 /transfer from / OPJ CAFE ASSISTANT 3.5 HOURS
0.9	MCCRAY, CASSANDRA P POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2020-10-05 /transfer from / AES GENERAL ASSISTANT
0.9	MCINARNAY, REBECCA RENEE CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2020-10-26 /transfer from / MBE CAFE ASSISTANT 4.5 HOURS
0.9	MCKEE, ANNA MARIE ROE GENERAL HEALTH ASSISTANT 9 MON SU	Rideout Elementary	Effective 2020-10-29 /transfer from / ROE GENERAL ASSISTANT
	MCNEELY, GRACE LAW TES GENERAL ASSISTANT 9 MON SU	Tynes Elementary	Effective 2020-11-02 /transfer from / TES BEHAVIORAL HEALTH ASST
	MORGAN, JILL EILEEN ESE REGISTERED NURSE 12 MONTH 12 MO SU	Exceptional Student Education	Effective 2020-11-02 /transfer from / RVE REGISTERED NURSE
	PADGETT, MONICA ELIZABETH MHS SCHOOL SECRETARY 12 MONTH 12 MO SU	Middleburg High	Effective 2020-10-12 /transfer from / BLC SECRETARY 12 MO
0.9	PEACOCK, MERIELLE MOWERY FIE GENERAL HEALTH ASSISTANT 9 MON SU	Fleming Island Elementary	Effective 2020-10-19 /transfer from / FIE BEHAVIORAL HEALTH ASST
0.9	PRIDEMORE, JOANN LOFTUS WES GENERAL ASSISTANT 9 MON SU	Wilkinson Elementary	Effective 2020-10-21 /transfer from / CHE GENERAL ASSISTANT
0.8	RIVERA, LUCY ORBELLO OVE GENERIC CLASSROOM ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2020-10-26 /transfer from / AES GENERAL ASSISTANT
0.9	RODRIGUEZ GONZALEZ, CELIMAR POE BEHAVIORAL HEALTH	Plantation Oaks Elementary	Effective 2020-11-16 /transfer from / POE CAFE ASSISTANT 5.5 HOURS

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	ASST 9 MON SU		
	SANTINI, ASTRID POE CAFE ASSISTANT 5.5 HOURS 9 MON CA	Plantation Oaks Elementary	Effective 2020-11-02 /transfer from / POE CAFE ASSISTANT 3 HOURS
0.9	WILSON, RODERICK DOMINIC LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2020-10-05 /transfer from / LAJ BEHAVIORAL HEALTH ASST
0.9	ZURLO, VINCENT J MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2020-10-26 /transfer from / LAJ BEHAVIORAL HEALTH ASST

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	
	BONIFACE, EYDEE JENNIFER TBE REGISTERED NURSE 10 MONTH	Thunderbolt Elementary	Effective 2020-10-22 RESIGNATION
	BRUSSEAU, GAIL E TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-10-09 CONCLUDE EMPLOYMENT
	BURNS, PAMELA SUE PES REGISTERED NURSE 10 MONTH	Robert M. Paterson Elementary	Effective 2020-11-06 RESIGNATION
	CASEY, SUSAN R ITS TECH SPECIALIST 12 MO SU	Information Services	Effective 2021-01-29 RETIREMENT
	CEBALLOS, LELIS ILDEFONSA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-10-02 RESIGNATION
	CLIFFORD, SYLVIA C MBE LICENSED PRAC NURSE 10 MONTH	Middleburg Elementary	Effective 2020-11-20 RESIGNATION
	DAUGHTERY, CHRISTAL R TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-10-30 RETIREMENT
	DEJESUS, MA GRACIA M TBE CAFE ASSISTANT 4 HOURS 9 MON CA	Thunderbolt Elementary	Effective 2020-10-16 RESIGNATION
	DUCKWORTH, MARGARET A WES SCHOOL SECRETARY 10 MONTH 10 MONTH	Wilkinson Elementary	Effective 2020-10-30 RESIGNATION
	DUIJN, TED J SUPPORT - CWL 9 M0 186 TRANSPOR	COUNTY-WIDE LEAVE	Effective 2020-10-26 RETIREMENT
	FRANCOIS, ELTIDE OPJ CUSTODIAN LNG TRM	Orange Park Jr High	Effective 2020-10-20 RESIGNATION
	GRACE, EVELYN EMILY PES CAFE ASSISTANT 3.75 HOURS 9 MON CA	Robert M. Paterson Elementary	Effective 2020-10-16 CONCLUDE EMPLOYMENT
0.9	GRIFFIS, LINDSEY P SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2020-10-30 RESIGNATION
	HENRY, DEBRA SUE LJH SECRETARY 11 MO 11 MONTH	Lakeside Junior High	Effective 2020-10-22 CONCLUDE EMPLOYMENT
	JOHNS, RUBY D RHS CUSTODIAN 12 MO SU	Ridgeview High School	Effective 2020-12-18 RETIREMENT
	JOHNSON, ALLYSON R OHS SCHOOL SECRETARY/ST SER 12 MO SU	Oakleaf High School	Effective 2020-11-20 RESIGNATION
	JONES, TAMESHA ARLENE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-11-09 RESIGNATION
	KAPLITZ, DAVID P SCHOOL RESOURCE OFFICER	School Police Department	Effective 2020-10-12 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	
	12 MO SU		
0.9	KUSHNAK, KATIE LYNN FIE GENERAL HEALTH ASSISTA 9 MON SU	Fleming Island Elementary	Effective 2020-11-06 RESIGNATION
0.9	LEDFORD, SOPHIA RAIN LES BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Elementary	Effective 2020-09-30 RESIGNATION
	LOGAN, MICHELLE WILSON RHS REGISTERED NURSE 10 MONTH	Ridgeview High School	Effective 2020-10-12 CONCLUDE EMPLOYMENT
0.8	MOREFIELD, CAROL LEE CHE GENERIC CLASSROOM ASSISTAN 9 MON SU	Clay Hill Elementary	Effective 2020-10-07 RESIGNATION
0.2	MOREFIELD, CAROL LEE CHE TITLE I ASSISTANT 9 MON SU	Clay Hill Elementary	Effective 2020-10-07 RESIGNATION
	NUSSBAUM, EDWARD TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-11-30 RETIREMENT
0.9	O STEEN, SHANNON HARTLEY RVE BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview Elementary	Effective 2020-10-30 RESIGNATION
	OAKLEY, KATHRYNE VIRGINA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-09-09 RETIREMENT
	PEREZ HERNANDEZ, MARALDYS FIH CAFE ASSISTANT 4.5 HOURS 9 MON CA	Fleming Island High School	Effective 2020-11-03 RESIGNATION
0.8	RAMIREZ, HAZEL JOSELY DOE GENERIC CLASSROOM ASSISTAN 9 MON SU	Discovery Oaks Elementary	Effective 2020-10-22 RESIGNATION
	SANTIAGO, ANGELA D MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2020-10-28 RESIGNATION
	WARD, COURTNEY LYNN SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2020-10-09 CONCLUDE EMPLOYMENT
	WILCOX, KARIN C TBE SECRETARY 11 MO 11 MONTH	Rideout Elementary	Effective 2020-10-09 RESIGNATION
	WILKINSON, JESSICA MARIE OPR CUSTODIAN 12 MO SU	Division Of Support Services	Effective 2020-10-13 RESIGNATION
	WILLIAMS, CARLA A OHS CAFE ASSISTANT 7.5 HOURS 9 MON CA	Oakleaf High School	Effective 2020-10-30 RESIGNATION
0.9	WILLIAMSON, BECKY RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2020-10-14 RETIREMENT

VI. Support Actions**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

	<u>Name/Assignment</u>	<u>Site</u>	
	WOLLITZ, ALLISON MICHELLE MRE CAFE ASSISTANT 4.25 HOURS 9 MON CA	Mcrae Elementary	Effective 2020-11-13 RESIGNATION

VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	Previous
	JEFFERSON, RONALD SHELTON OHS BASKETBALL ASST SH SUPPLEME	Orange Park High	Appointment
	LEAKEY, LARAMIE RICHELLE MHS TRACK ASST SH SUPPLEME	Middleburg High	Appointment
0.3	MARTINEZ, MELISSA ELLEN MHS SENIOR CLASS SPONSOR SUPPLEME	Middleburg High	Appointment
	PACE JR, MICHAEL OPH FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
	PACE JR, MICHAEL OPH FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	VALERO, JOSEPH K OPH SOCCER HEAD JV SUPPLEME	Division Of Support Services	Appointment
	WAGNER, AMANDA LEA KHH VOLLEYBALL HD JH SUPPLEME	Keystone Heights High School	Appointment