

REVISED
SEPTEMBER 28,
2015



JOB TITLE	COORDINATOR ABATEMENT PROGRAM		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR SAFETY AND ENVIRONMENTAL SERVICES		
SUPERVISES	INSPECTOR		

SCOPE OF RESPONSIBILITIES

Maintains asbestos materials management program to include inspection of all buildings in the district in order to comply with AHERA; serves as the representative of the Jefferson County Public School system with the Governor's designee on all management plans for each facility of the school system; serves as liaison of the school district with the representatives of Region IV of the Federal E.P.A. and state and local agencies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects and samples all suspect materials and equipment for potential presence of asbestos; supervises and evaluates work of Insulation Inspectors

Performs a semi-annual inspection of all facilities that contain asbestos-containing materials; performs annual inspection of the files of all facilities

Manages the air sampling program conducted by a private contractor and maintains all ambient air results in the files both at the school and central office

Serves as the representative of the school system with the architect, the contractor and the analytical firm

Conducts training seminars for Jefferson County Public School system personnel, as required by the Federal E.P.A. to comply with AHERA

Prepares all reports and applications for federal grant and loan monies

Prepares and files all necessary reports with the federal and local agencies

Maintains and updates the management plan for each facility in the district

Maintains the operation and maintenance program for each facility in the district

Performs other duties as assigned by the Director Safety and Environmental Services

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Completed and passed exam of E.P.A. approved institution on Management of Asbestos Containing Materials, Management Planner and Inspecting for Asbestos Materials

Certified Management Planner

Certified Inspector

Certified Asbestos Supervisor

Possesses knowledge of local, state and federal regulations concerning asbestos abatement and management

Knowledgeable in the asbestos training required to comply with AHERA

Knowledgeable in the insulation of commercial heating and air conditioning equipment

Valid driver's license

DESIRABLE QUALIFICATIONS

Successful experience as an Industrial Hygienist

Bachelor's degree

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JOB TITLE	COORDINATOR GROUNDS		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 6		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	MANAGER RENOVATIONS AND GROUNDS		
SUPERVISES	FOREMAN, CLERK II, LEAD TRACTOR SERVICE WORKER, TWO (2) TRACTOR MECHANIC, SIX (6) UTILITY I & II WORKER, AND SCHOOL PLAN DRAFTSMAN		

SCOPE OF RESPONSIBILITIES

Assists the supervisor with the coordination and implementation of grounds projects. Assists in the coordination and administration of the District's grass mowing and snow removal programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates assignments and projects performed by grounds employees
Reviews plans and specifications with vendors regarding grounds projects
Assigns, reviews and inspects work assigned to employees
Coordinates meetings with principals on grounds building modification projects
Plans and schedules yearly inspections of district playgrounds and grounds
Supervises and evaluates assigned staff
Coordinates and supervises the district's snow removal and grass mowing operations
Implements best practices and standard operation procedures with the workforce to ensure efficiency of operations
Performs other duties as assigned by the Manager Renovations and Grounds

PHYSICAL DEMANDS

It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School diploma or G.E.D.
Three (3) years experience in grounds service work

DESIRABLE QUALIFICATIONS

Vocational school training/degree
Experience and knowledge of all aspects of construction trade
Proven ability to lead others

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JOB TITLE	COORDINATOR RENOVATIONS		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 6		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	MANAGER RENOVATIONS AND GROUNDS		
SUPERVISES	WORK ORDER CLERK, TWO (2) FOREMAN, FOUR (4) CARPENTER, THREE (3) ELECTRICIAN, THREE (3) PLUMBER, THREE (3) HELPER, AND LOCKSMITH		

SCOPE OF RESPONSIBILITIES

Assists the supervisor with the coordination and implementation of second shift renovation projects. Assists with the coordination and administration of the District's preventative maintenance program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates preventative maintenance work performed by employees assigned to Renovations and Grounds

Reviews plans and specifications for renovation and construction projects

Coordinates workforce meetings and training with vendors on new equipment and tools

Assigns, reviews and inspects work assigned to journeymen

Coordinates meetings with principals on projects

Supervises and evaluates assigned staff

Coordinates and supervises special renovation projects for districtwide needs

Coordinates emergency repairs to ensure efficiency of operations

Performs other duties as assigned by the Manager Renovations and Grounds

PHYSICAL DEMANDS

It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Valid Kentucky State Journeyman License in skilled trade

DESIRABLE QUALIFICATIONS

Vocational school training/degree

Valid Kentucky Master's license in a skilled trade

Experience and knowledge of all aspects of construction trade

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JOB TITLE	COORDINATOR TECHNOLOGY SUPPORT SERVICES		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II GRADE 9		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	MANAGER TECHNOLOGY SUPPORT SERVICES		
SUPERVISES	ONE (1) FIELD SERVICES ENGINEER, ONE (1) LEAD TECHNOLOGY SUPPORT SPECIALIST, ONE (1) TECHNOLOGY SUPPORT SPECIALIST III, FIVE (5) TECHNOLOGY SUPPORT SPECIALIST II, TWO (2) TECHNOLOGY SUPPORT SPECIALIT I AND ONE (1) FOREMAN (BUSINESS MACHINES)		

SCOPE OF RESPONSIBILITIES

Manages the day-to-day operations of the JCPS technology support services teams that provides operational support for all system-wide technology used in the district. Works closely with the Manager Technology Support Services to direct the activities of the technology services staff and ensures that end users are receiving service in a timely and efficient manner. Insures district-wide compliance with all technology policies and procedures related to the proper purchase, operation, end-of-life, sanitization, and disposal of technology equipment. Coordinates technical support with Infrastructure Services, Computer Education Support and other stakeholders.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages the technology support services teams in the area of technology maintenance and support. Insures all work is done in an efficient and timely manner and is available on call 24x7.

Insures the enterprise antivirus software is in compliance with State requirements.

Designs and implements best practices, standards, and operational guidelines for providing software updates, computer services, and associated images including mobile devices for all JCPS users.

Insures compliance with established SLAs, all district-wide technology architectural standards, hardware policies and procedures. Specifically, ensures all technology related equipment is purchased, operated, maintained, secured, inventoried, tracked, retired, sanitized and disposed of properly, and creates and maintains auditable records of such activities.

Coordinates with and assists JCPS school-based staff in maintaining and reporting hardware inventories and consults with school-based administrators on the selection, purchase, and implementation of school-based technology.

Keeps abreast of emerging technologies and threats to identify service trends, and works closely with the infrastructure services group to review, design, test, implement, and support innovative enterprise computing environments and mitigation services, as well as recommends and implements cost efficient measures to increase operational efficiencies.

Works closely with management and the support teams to establish and implement technical support best practices and measures as well as effective change management strategies.

Utilizes effective communication skills to interact with internal clients and external stake holders on all levels to help resolve IT-related issues and provides answers in a timely manner.

Works closely with the Manager Technology Support Services and other IT team members to design, track, and report, key performance indicators, and implements measures to sustain high levels of technology support performance among staff.

Mentors team members and stays current on certifications(s) by successfully completing updated certification exams.

Assists management with the creation and delivery of the annual KDE Technology Activity Report (TAR), the annual KDE Technology Readiness Report (TRR) and the annual KDE Report card.

Performs other duties as assigned by the Manager Technology Support Services.

PHYSICAL DEMANDS

The work is primarily sedentary, with occasional field work. It requires the ability to communicate effectively using

speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's degree in related field

Five (5) years of proven hands-on experience managing enterprise technical teams and providing technology support using ITIL best practices.

Excellent written and oral communication skills coupled with thorough knowledge in the areas of support desk, client support, infrastructure support, hardware maintenance, support and warranty, and hardware sanitization and disposal as well as knowledge of industry-standard hardware, software and networking technologies used in school district settings.

A current, relevant, and industry-recognized certification or ability to complete department-designated and department-paid certification(s) within twelve (12) months of hire.

DESIRABLE QUALIFICATIONS

Master's degree.

Project Management training.

Knowledgeable with technology grants and managing state provided technology funds.

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JOB TITLE	DIRECTOR CAPITAL IMPROVEMENT AND PLANNING		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 14		
WORK YEAR	260 DAY	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF OPERATIONS OFFICER		
SUPERVISES	DIRECTOR FACILITY PLANNING, DIRECTOR MECHANICAL PLANNING, AND SECRETARY III		

SCOPE OF RESPONSIBILITIES

Plans and administers all capital improvements in the Jefferson County School system. Provides leadership to program areas including the Capital Improvement Program, Facility Planning and Mechanical Planning.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the Capital Improvement Program, Facility Planning and Mechanical Planning
Establishes and maintains liaison with construction industry and related agencies working with the school system
Provides recommendations in the development of long-range facility plans
Administers the Special Voted Building Fund
Assists in the acquisition and divesting of real estate
Provides the leadership in the development of plans for capital improvements and new construction
Establishes and maintains liaison with local, state and federal agencies
Assures compliance with Board goals and administrative objectives and applicable local, state and federal regulations and statutes
Performs other duties as assigned by the Chief Operations Officer

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Successful experience in working with employees in related fields, such as general construction, architectural, engineering, etc
Successful experience in the development of capital improvements budget and bid experience
Demonstrated ability to prepare easily understood reports
Experience in construction, architecture and/or general construction
Valid driver's license

DESIRABLE QUALIFICATIONS

Advanced degree and/or certifications
Experience in supervision of major construction

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JOB TITLE	DIRECTOR FACILITY PLANNING		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 12		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR CAPITAL IMPROVEMENT AND PLANNING		
SUPERVISES	ARCHITECT, ROOFING INSPECTOR, TWO (2) FIELD INSPECTOR, ELECTRICAL ENGINEER, AND SECRETARY II		

SCOPE OF RESPONSIBILITIES

Directs the planning and construction of capital improvements for the district and supervises the facility planning staff and inspectors.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and decisions in development of plans for all capital improvements
 Directs the design of all capital improvements, reviews all capital improvements designs and reviews and approves all bid specifications
 Develops and maintains appropriate program and design standards
 Coordinates projects with all maintenance departments
 Supervises computer-aided drafting programs
 Administers construction projects for the district, preparation of contracts, review of change orders and litigation in connection with the projects
 Establishes and maintains liaison with architect and engineer
 Establishes and maintains relationships with State Department of Education and regulatory agencies
 Supervises facility planning staff and construction inspectors
 Performs other duties as assigned by the Director Capital Improvements and Planning

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

Bachelor's degree
 Five (5) years successful planning experience
 Valid vehicle operator's license

DESIRABLE QUALIFICATIONS

Master's degree
 Experience in school district area of assignment
 Knowledge of Architect/Engineer
 Ability to interpret construction plans and specifications

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JOB TITLE	DIRECTOR GENERAL MAINTENANCE		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 12		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PROPERTY MANAGEMENT AND MAINTENANCE		
SUPERVISES	THREE (3) CLERK II, DATA MANAGEMENT/RESEARCH TECHNICIAN, TWO (2) QUALITY CONTROL/CUSTOMER SERVICE INSPECTOR, TWO (2) WORK ORDER CLERK, FOUR (4) FOREMAN, DATA ENTRY CLERK, LEAD PAINTER/GLAZIER, SUPERVISOR DIGITAL CONTROL SYSTEMS, SUPERVISOR MECHANICAL SYSTEMS, AND ENERGY COMPUTER OPERATOR/DISPATCHER		

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general maintenance (carpentry, plumbing, electrical, roofing, paint, glass, etc.) and emergencies (fires, floods, break-ins, etc.).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and supervises the general maintenance programs to include preventive and corrective maintenance
Provides emergency maintenance at all schools and Board-owned property for break-ins, fires, and floods
Assumes responsibility for the interfacing with the Purchasing Unit for all bid specifications for equipment and materials purchased for use in general maintenance
Assumes responsibility for inspection, quality, and approves payment for general maintenance provided by contractors
Assists the Purchasing Unit in purchasing all materials for general maintenance and approves payment of such purchases
Directs and coordinates assigned capital projects including General Fund or Special Voted Building Fund renovations or remodeling efforts
Estimates costs for general maintenance and capital projects for budget development in General Fund or Special Voted Building Fund
Performs other duties as assigned by the Director Property Management and Maintenance

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, pushing and pulling of arm controls, and reaching. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

Bachelor's degree
Five (5) years experience in methods and procedures of general maintenance and renovations
Knowledge of current materials, laws, and codes affecting building maintenance
Demonstrated ability to manage people in maintenance/renovation work

DESIRABLE QUALIFICATIONS

Additional experience in this field

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JOB TITLE	DIRECTOR MECHANICAL PLANNING		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 12		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR CAPITAL IMPROVEMENTS AND PLANNING		
SUPERVISES	CLERK II		

SCOPE OF RESPONSIBILITIES

Prepares specifications for new equipment and replacement parts for mechanical and electronic needs; engineers and designs air conditioning and exhaust systems for all facilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares and approves all specifications for the purchase of all equipment and replacement parts for mechanical and electronic maintenance

Prepares and approves all specifications for repairs to mechanical and electronic equipment accomplished by contractual service

Engineers and designs air conditioning systems and exhaust systems as required by district needs

Performs monthly on-site inspections of construction projects receiving mechanical and electronic equipment and prepares monthly progress reports on each project

Serves as a staff resource person to the Director Facility Planning in approving mechanical and electronic equipment for new installations

Directs and procures funds for the district's energy conservation program

Performs other duties as assigned by the Director Capital Improvement and Planning

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires activities involving driving automotive equipment, being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree

Five (5) years of successful experience in heating, ventilation, and air conditioning

Demonstrated ability to prepare easily understood reports

Successful experience in working with employees in related fields such as general construction, architectural, engineering, etc.

Valid driver's license

DESIRABLE QUALIFICATIONS

Master's degree

Valid Kentucky engineering license

Working knowledge of Kentucky laws and codes affecting electrical/electronic installation and mechanical maintenance

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JOB TITLE	DIRECTOR PERFORMANCE AND TECHNOLOGY		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 14		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF OPERATIONS OFFICER		
SUPERVISES	DIRECTOR SUPPLY SERVICES, SUPERVISOR GRAPHIC ARTS/PRINTING, AND SECRETARY III		

SCOPE OF RESPONSIBILITIES

Responsible for the overall planning, organizing, and execution of technology functions, materials production, and supply services of the District including all Information Technology operations to meet customer requirements as well as the support and maintenance of existing applications and development of new technical solutions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluate the new technology and compile reports of cost effectiveness as assigned

Organize and oversee technology related projects to ensure the efficient use of district resources as well as the secure operation of information systems.

Implement initiatives that improve the effectiveness of operational services

Support operation managers to develop plans to address technology performance in relation to delivery of high quality, efficient services

Identify key technology concerns and problems; advise on the potential impact of these to operation managers to ensure the development and implementation of appropriate solutions

Develop a culture of performance, improvement and appraisal as a foundation for excellent organizational performance

Work with operation managers to identify suitable benchmarking opportunities for improved productivity, efficiency and technology quality

Prepares reports and recommendations for the Chief Operations Officer as assigned

Contribute to and support an operational culture of continuous improvement of quality and efficiency of services

Responsible for cost-effective and timely implementation of projects as assigned

Performs other duties as assigned by Chief Operations Officer

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years successful administrative and management experience

Management experience with Information Technology systems

Experience with work order management

Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS

Master's Degree or equivalent years experience

Experience in urban/suburban school district with student population representing cultural plurality

REVISED
JULY 1, 2015



JOB TITLE	DIRECTOR PROPERTY MANAGEMENT AND MAINTENANCE		
DIVISION	OPERATIONS		
SALARY SCHEDULE	II/GRADE 14		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF OPERATIONS OFFICER		
SUPERVISES	MANAGER HOUSEKEEPING SERVICES, DIRECTOR GENERAL MAINTENANCE, MANAGER RENOVATIONS AND GROUNDS AND SECRETARY III		

SCOPE OF RESPONSIBILITIES

Provides overall leadership and drives performance for Property Management and Maintenance services. Establishes procedures for management and maintenance of all Jefferson County Public School property in support of the school district's mission.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership, direction and strategic, operational and financial planning to Housekeeping Services, General Maintenance, and Renovations and Grounds departments

Responsible for operational excellence of all property management and maintenance to ensure the delivery of quality services and outcomes in support of the Jefferson County School District mission

Develops collaborative relationships with building principals and site managers in an effort to provide quality maintenance with minimum interruption of services

Develops and implements creative structure, programs and services to respond to district needs efficiently and effectively

Develops metrics to measure productivity, performance and effectiveness of programs and services. Reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources

Develops and implements services which increase reliability of existing district property

Continually works to improve service through quicker response and increased accountability

Develop and implement activities to increase responsible stewardship of district property

Performs other duties as assigned by Chief Operations Officer

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience working with employees in related fields, such as general construction, maintenance, housekeeping, etc.

Demonstrated ability to prepare easily understood reports

Experience in general construction, maintenance, and/or housekeeping

Valid driver's license

DESIRABLE QUALIFICATIONS

Advanced degree and/or certifications

Experience in supervision of unionized workforce

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JOB TITLE	DIRECTOR SAFETY AND ENVIRONMENTAL SERVICES		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 12		
WORK YEAR	260 DAY	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF OPERATIONS OFFICER		
SUPERVISES	ENVIRONMENTAL COORDINATOR, TWO (2) SAFETY INSPECTOR, COORDINATOR ABATEMENT PROGRAM, CPR/FIRST AID TRAINER, ENERGY AUDITOR, TWO (2) CLERK II, AND SECRETARY II		

SCOPE OF RESPONSIBILITIES

Coordinates, plans, evaluates and provides general oversight to the district's environmental services and employee safety activities, including asbestos, toxic materials, radon, OSHA, EPA, public health and safety and hazardous materials programs; identifies sources of environmental pollutants and methods for controlling them; works with state fire marshal's office for compliance with all fire code regulations; coordinates the management of underground storage tanks and heating oil tanks; administers district-wide recycling program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, inspects, implements, and evaluates efficiency and effectiveness of environmental services and district safety programs including employee safety, pedestrian/vehicular safety and a district-wide recycling program

Identifies sources of environmental pollutants and coordinates field tests and investigations designed to obtain data for use in determining methods of controlling pollutants in air, water, and soil, using knowledge of principles and applied technologies related to fields of responsibility. Administers Underground Storage Tank (UST) program and heating oil tank activities

Administers and coordinates collection of environmental samples such as dust, gases, vapors, oils and other potentially toxic materials for analysis; keeps various records and log books up-to-date as required. Supervises the management of all tanks for compliance with all regulations

Investigates conditions that may affect employee health and safety and takes appropriate action at critical phases, reporting immediately any hazardous or unsafe conditions and a plan of action to alleviate the condition

Conducts training sessions and participates in educational meetings to instruct employees in matters pertaining to occupational health and environmental health/protection issues

Administers the Alcohol and Controlled Substance Program

Administers a Cardiopulmonary Resuscitation and First Aid Training Program to appropriate JCPS personnel

Responsible for the management, supervision, and continued compliance of the Bloodborne Pathogen Program, Asbestos Management Program, and Radon Reduction Program

Supervises and evaluates assigned staff

Is thoroughly familiar with federal and state health and safety standards and writes technical manuals in areas of responsibility where required

Performs other duties as assigned by the Chief Operations Officer

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, reaching, squatting, crawling, climbing, with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

Bachelor's Degree in related field

Three (3) years successful experience in area of assignment

Licensed in pest control and water treatment operation

Knowledge of the safety and technical manuals related to area of assignment

Valid driver's license

DESIRABLE QUALIFICATIONS
Bachelor's Degree in area of environmental science
Successful leadership and supervision experience

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JOB TITLE	DIRECTOR SUPPLY SERVICES		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 10		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PERFORMANCE AND TECHNOLOGY		
SUPERVISES	SECRETARY III, FOUR (4) PROPERTY RECORDS AUDITOR, TWO (2) CRT OPERATOR, TWO (2) LEAD MAIL SERVICE, SENIOR MAIL CLERK, MAINTENANCE WAREHOUSE SUPERVISOR, DRIVER/COURIER, AND THREE (3) DRIVERS		

SCOPE OF RESPONSIBILITIES

Assists in the performance of the basic activities including procurement processes, estimating materials requirements, dispersing materials, and monitoring the status of materials as a current asset; supervises maintenance of property records and textbook distribution.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates all phases of centralized purchasing and warehousing of goods and services in compliance with the Kentucky Model Procurement Code and Board policies

Coordinates the supervision of receiving, storing, distributing and inventorying supply items and conducts an annual inventory

Manages mailrooms and the courier service

Prepares necessary forms and procedures for requisitioning warehouse withdrawal for items stored in the various warehouses

Assists in the supervision of the processing of all purchase orders and warehouse requisitions

Assists principals and other cost center heads with recording data for all real property being added, deleted or transferred to/from each cost center

Assists in planning, designing and implementing MIS systems to maintain and improve the purchasing and warehousing processing systems

Coordinates sale and disposition of surplus materials and equipment

Performs other duties as assigned by Director Performance and Technology

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent experience

Five (5) years successful experience in accounting or purchasing functions

Basic knowledge of computerized accounting systems

Ability to communicate effectively

DESIRABLE QUALIFICATIONS

Masters Degree in Business Administration

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JOB TITLE	ENERGY AUDITOR		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	IA/GRADE 13		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR SAFETY AND ENVIRONMENTAL SERVICES		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Conducts building energy audits. Monitors energy use and cost data. Develops energy saving strategies and monitors the energy programs for the school district.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains database of the District's energy consumption
 Conducts energy audits of facilities and analyzes results to reduce energy consumption/cost to the district
 Analyzes energy data and initiates action to be taken to correct any related problem
 Meets with building Principals and Plant Operators to plan, implement strategies or resolve energy concerns
 Develops energy saving strategies, develops budgets and plans to apply those strategies
 Prepares grant applications for any federal or state department of energy funding
 Completes energy reports as required by any federal or state agency
 Responsible for conformance to regulations and codes required by the Department of Energy
 Evaluates energy saving devices and equipment that may be used by the district
 Maintains database of the district's pressure vessels. Works with the insurance carriers and the state boiler inspectors to keep required records of inspections to the district's pressure vessels
 Performs other duties as assigned by the Director Safety and Environmental Services

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.
 Ability to read blueprints
 Working knowledge of mechanical systems

DESIRABLE QUALIFICATIONS

Two (2) years of engineering or technical school training
 A strong mathematical background
 Knowledge of industrial temperature controls
 Certified State Energy Auditor

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SEPTEMBER 28,
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JOB TITLE	ENERGY COMPUTER OPERATOR/DISPATCHER		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	IA/GRADE 8		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR GENERAL MAINTENANCE		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Operates and monitors Energy Management System for system problems and dispatches personnel to make needed repairs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for start-up of Energy Management System
Reviews and analyzes alarms received on the energy management system for proper action
Operates two-way radio to dispatch HVAC and energy personnel to resolve problems
Operates microcomputer to maintain files on overtime (for contract), boilers, water heaters, compressor installation, air conditioners, etc.
Responds via telephone or radio on problems concerning HVAC equipment and service technicians
Process all completed work orders and distribute to appropriate supervisors
Performs other duties as assigned by the Director General Maintenance

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.
Working knowledge of HVAC and Energy Management Systems
Ability to make program changes and operate a microcomputer

DESIRABLE QUALIFICATIONS

One (1) year experience in heating and air conditioning
Capability of reading blueprints and wiring diagrams

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JOB TITLE	ENVIRONMENTAL COORDINATOR		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR SAFETY AND ENVIRONMENTAL SERVICES		
SUPERVISES	THREE (3) UTILITY III WORKERS AND ONE (1) FIRE EXTINGUISHER WORKER		

SCOPE OF RESPONSIBILITIES

Coordinates the recycling program and monitors environmental compliance for all District facilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops and monitors a districtwide recycling program

Maintains relations with regulatory local, state, and federal agencies on environmental compliance issues and permits (including air pollution, chemicals, underground tanks, etc.)

Coordinates the chemical pick-up and environmental response program and contractor

Implements the indoor air quality response program and laboratory contractor

Oversees and monitors the integrated pest control program, licensed pest control employees, and termite control service

Coordinates the underground tank upgrade and closure program

Coordinates the lead and radon testing program

Plans and designs programs and performs training on Hazard Communication, Chemical Hygiene, and Indoor Air Quality, etc. as required

Prepares all paperwork, record keeping, etc. to remain in compliance with applicable regulations, codes, etc

Performs other duties as assigned by the Director Safety and Environmental Services

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Possess knowledge of local, state, and federal regulations and guidelines pertaining to waste disposal

Possess knowledge of local

Knowledge of training necessary to carry out seminars regarding recycling

Possess instructional skills necessary to conduct large scale recycling seminars/in-service

Valid driver's license

DESIRABLE QUALIFICATIONS

B.S. Degree in Health/Safety Management

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JOB TITLE	FIRE EXTINGUISHER WORKER		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	IB/GRADE 6		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	ENVIRONMENTAL COORDINATOR		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Inspects and tests fire extinguishers and fire equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Services and repairs all fire extinguishers throughout the entire school system, according to fire codes

Performs all necessary tests on each fire extinguisher as required by fire codes

Assumes responsibility for care and operation of assigned vehicle, tools, and equipment

Schedules annual inspection on fire extinguishers in the entire system

Fills out withdrawals on all materials used from stock

Writes work orders on all work done by worker or assigned helper

Assumes responsibility for personal safety and the safety of others regarding the assigned job

Performs other duties as assigned by the Environmental Coordinator

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. with three years successful experience in servicing fire extinguisher equipment

Basic knowledge of fire codes

Valid driver's license

DESIRABLE QUALIFICATIONS

Additional experience in this field

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JOB TITLE	FISCAL MANAGER OPERATIONS		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 9		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF OPERATIONS OFFICER		
SUPERVISES	TWO (2) CONSTRUCTION/FACILITIES TECHNICIAN, ACCOUNTING CLERK, AND CLERK III		

SCOPE OF RESPONSIBILITIES

Manages the financial operations of the Operations Division which includes monitoring expenditures and maintaining financial records in accordance with each funding source. Performs quantitative analysis to ensure proper tracking of construction project budgets to completion.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees all financial matters of the division and works with division directors on budget needs and oversight issues
Ensures timely payments for contractors and suppliers
Coordinates payment disputes and liens
Communicates with Labor Cabinet on prevailing wage and other labor payment issues
Monitors financial tracking and advises on bond and annual capital outlay projects
Supervises accounting and contracting staff
Manages and oversees the input of information into the project tracking software system
Coordinates the procurement of equipment for the division
Represents the supervisor on issues related to the delivery of support services when assigned
Performs other duties as assigned by Chief Operations Officer

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration
Three (3) years work experience in accounting, budget development or business
Ability to communicate effectively both written and orally
Knowledge of general financial and business practices

DESIRABLE QUALIFICATIONS

Knowledge of computer applications
Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions
Evidence of ability to work with groups and agencies responsible for and concerned with school budgets

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JOB TITLE	MANAGER ELECTRONIC MAINTENANCE		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II GRADE 8		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SENIOR MANAGER INFRASTRUCTURE SERVICES		
SUPERVISES	FOREMAN ELECTRONICS & 13 ELECTRONIC TECHNICIANS		

SCOPE OF RESPONSIBILITIES

Assists the Director of Mechanical/Electronic Maintenance with supervision of the electronics and business machine units.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops and provides general supervision through subordinate supervisory personnel, to electronic unit's activities and functions and assists the Director Mechanical and Electronic Maintenance in the development and management of unit's budget

Reviews and analyzes work requests and reports; meets with supervisory personnel to plan and schedule electronic units activities

Develops plans to coordinate work of electronics unit with interrelated activities of other departments to assure maximum efficiency and economy

Meets with Administrators, as needed, to resolve and advise on problems on electronic and business machine needs. Determine placement of camera surveillance equipment, provide material and labor costs for projects. Maintains records of these systems and provides a quarterly updated report to the departments' director

Develops and maintains a program maintaining emergency repair to the District's two-way radio networks, the districts FCC two-way radio licensing renewals and FCC mandates. Programs radios and maintains records for Districts Emergency Alert radios. Provides reports to the director of Safety and Environmental Services on the status of monthly radio tests. Schedules repair work orders

Works with district's architect in development of specifications and recommendations of sound systems, televisions, TV signal distribution equipment, multimedia projection systems, door entry systems and all other electronic equipment that may be included in the District's new and renovation projects. Review all plans and submittals for electronic requirements. Develops and maintains an annual schedule of replacement for the district intercom systems

Develops and maintains safety program and procedures for the electronics unit

Develops and schedules in-service seminars and state of the art training in electronic systems and business machines

Performs other duties as assigned by the Senior Manager Infrastructure Services

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma

Five (5) years successful experience in the electronic maintenance field

Four (4) years experience in supervision of work force

Valid driver's license

DESIRABLE QUALIFICATIONS

Bachelor's Degree in Electronic Engineering

FCC License (General Radio and Phone)

DELETE

JOB TITLE

MANAGER GROUNDS

DIVISION

OPERATIONS SERVICES

REPORTS TO

DIRECTOR GENERAL
MAINTENANCE/
RENOVATIONS/GROUNDS

SALARY SCHEDULE & GRADE

II, GRADE 8

LENGTH OF WORK YEAR

260 DAYS

DATE

JULY 1, 2012

SCOPE OF RESPONSIBILITIES

Coordinates, plans, trains, and supervises environmental services staff. Schedules and inspects all performed work and sets quality standards. Ensures that all environmental, governmental, and safety precautions are implemented.

PERFORMANCE RESPONSIBILITIES

1. Supervises and evaluates the job performance of employees in the pest control programs.
2. Supervises and evaluates the job performance for the Grounds and Tractor Service Foreman.
3. Plans and inspects pest control programs.
4. Plans and inspects the turf management program including spraying, seeding, and upkeep of athletic fields and grounds, and weed control operations.
5. Coordinates, inspects, and keeps records on ornamental plantings around the school system.
6. Supervises and evaluates staff as assigned.
7. Writes technical manuals for quality standards and procedures on pest control, turf management, and plantings.
8. Coordinates and implements EPA, OSHA, and Board of Health regulations with reference to health and safety of employees of the unit.
9. Keeps abreast of new chemicals, procedures, and equipment in the field of grounds maintenance.
10. Performs other duties as assigned by the Director General Maintenance/Renovations/Grounds.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High school diploma or G.E.D.
2. Five (5) or more years successful leadership experience and knowledge in grounds maintenance work
3. Five (5) or more years successful leadership experience in turf management and in use of pesticides and herbicides
4. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Bachelor's Degree in agronomy or related field

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JOB TITLE	MANAGER HOUSEKEEPING SERVICES		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 8		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PROPERTY MANAGEMENT AND MAINTENANCE		
SUPERVISES	SECRETARY I, SEVEN (7) UTILITY II WORKER, PLANT OPERATOR, HOUSEKEEPING ASSISTANT, LEAD HOUSEKEEPING SERVICE WORKER, AND TWENTY (20) CUSTODIAN		

SCOPE OF RESPONSIBILITIES

Evaluates, prepares, and writes performance standards for housekeeping supplies and materials, professionally trains custodial personnel, and supervises equipment repair, carpet cleaning and incidental repair. Manages the plant operator trainee and substitute custodian programs, evaluates the quality of school system housekeeping services, and provides feedback to appropriate personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates, prepares and evaluates standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standards

Develops and executes professional training programs, to include custodial inservice and seminars for plant operators, plant operator trainees, night leads, custodians and substitute custodians

Manages and supervises housekeeping cost center employees and the housekeeping secretary

Prepares bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up-to-date inventory of quality custodial supplies and equipment

Directs the production of professional training films, directs instructional programs, prepares the written housekeeping manual, and prepares and updates the unit's web site

Supervises the plant operator trainees and substitute custodians, evaluates their work performance and initiates disciplinary action as necessary

Supervises the quarterly evaluations of housekeeping services at each facility for the annual Good Housekeeping Awards program

Participates in the interview process to screen and select quality applicants for entry level housekeeping positions

Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned

Performs other duties as assigned by the Director Property Management and Maintenance

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree

Five (5) years successful experience in housekeeping practices and procedures

Experience managing housekeeping programs and personnel

Ability to set goals and standards and monitor compliance

Valid driver's license

DESIRABLE QUALIFICATIONS

Knowledge of a variety of housekeeping supplies, materials and equipment

DELETE

JOB TITLE

MANAGER MAINTENANCE
SCHEDULING, QUALITY CONTROL
AND CUSTOMER SERVICE

DIVISION

OPERATIONS SERVICES

REPORTS TO

DIRECTOR GENERAL
MAINTENANCE/
RENOVATIONS/GROUNDS

SALARY SCHEDULE & GRADE

II, GRADE 9

LENGTH OF WORK YEAR

260 DAYS

DATE

JULY 1, 2012

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the orderly flow of district work requests including the generation, routing and monitoring until all work requests are completed. Manages and supervises the area of maintenance and operations activities as assigned.

PERFORMANCE RESPONSIBILITIES

1. Assigns, supervises and coordinates activities of workers engaged in one or more occupations.
2. Studies production schedules and estimates worker-hour requirements for completion of job assignments.
3. Recommends measures to improve production methods, equipment performance, and quality of product, and suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew.
4. Analyzes and resolves work problems and conferences with managers to coordinate activities of units/sub-units.
5. Recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures.
6. Establishes and manages central control of systemwide work requests for the maintenance scheduling quality control customer service unit.
7. Establishes guidelines for reporting on work order completion, quality and costing.
8. Provides information from previous work orders to help establish cost for operating projections and budgeting purposes.
9. Supervises and coordinates activities of the maintenance trainee program.
10. Performs other duties as assigned.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's degree
2. Three (3) years successful experience in the area of assignment
3. Experience in supervision
4. Working knowledge of current materials, laws, and codes of the building trade
5. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Master's degree
2. Additional experience in field of assignment

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JOB TITLE	MANAGER RENOVATIONS AND GROUNDS		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 9		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PROPERTY MANAGEMENT AND MAINTENANCE		
SUPERVISES	COORDIANATOR RENOVATIONS AND COORDIANATOR GROUNDS		

SCOPE OF RESPONSIBILITIES

Manages and supervises the area of maintenance and operations activities as assigned

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assigns duties, supervises and coordinates activities of workers engaged in one or more occupations
Studies production schedules and estimates worker-hour requirements for completion of job assignment
Interprets and enforces policies, procedures, regulations and work rules including safety regulations
Establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment; interprets specifications, blueprints and job orders
Recommends measures to improve production methods, equipment performance, and quality of product, and suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew
Analyzes and resolves work problems, conferences with other managers to coordinate activities of individual units/sub-units and meets with employee representatives to resolve grievances
Initiates or suggests plans to motivate workers to achieve work goals
Recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures
Estimates, requisitions, and inspects materials; assists in development of unit budget
Performs other duties as assigned by the Director Property Management and Maintenance

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree
Three (3) years successful experience in the area of assignment
Experience in supervision of work force
Working knowledge of current materials, laws, and codes of the building trade
Valid driver's license

DESIRABLE QUALIFICATIONS

Five (5) years successful experience in the area of assignment

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JOB TITLE	QUALITY CONTROL/CUSTOMER SERVICE INSPECTOR		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 5		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR GENERAL MAINTENANCE		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Performs on-site field inspections of completed work orders throughout the school district. Assures quality work and customer service is provided to all cost centers in a timely manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects completed maintenance and repair work on district facilities for workmanship, response time, and quality completion

Prepares written reports on projects inspected stating progress, status and compliance to applicable building codes, drawings and specifications

Coordinates inspection findings with manager of unit and appropriate shop foreman

Prepares and submits a monthly fact-finding report of inspected maintenance and repair work to the unit manager

Maintains a monthly telephone log of calls and comments obtained by cost center personnel concerning completed work orders and customer service

Inspects completed renovation work for compliance with applicable building codes, drawings and specifications

Responds in a timely manner to complaints and or concerns from district personnel regarding work orders

Maintains records and files for maintenance scheduling and identifies work orders for work found to be unsatisfactory

Performs other duties as assigned by the Director General Maintenance

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Three (3) years of successful construction experience in field related to assignment

Capable of reading and understanding contract documents, i.e., drawings, specifications, contracts, etc.

Background knowledge and interpretation of applicable building codes and Department of Education regulations

Valid driver's license

Demonstrated ability to prepare easily understood verbal and written correspondence

DESIRABLE QUALIFICATIONS

Bachelor's degree or higher in field related to assignment

Drafting experience

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JOB TITLE	RESOURCE TEACHER EARLY CHILDHOOD SPECIAL SERVICES¹		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	III		
WORK YEAR	187 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	ACADEMIC PROGRAM CONSULTANT		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Assists direct staff in the implementation of consistent and appropriate ECE instructional programs; provides direct services and consultation to local schools and community agencies on intervention strategies, best practices in instruction, materials selection, curriculum, and staff development; participates in pre-referral, referral, assessment, placement, and follow-up activities; assists the Program Specialist in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for district, state and federal reports; coordinates and participates in parent involvement, staff development and community agency development activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum

Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty

Locates and secures instructional materials for teachers, as needed

Conducts inservice for school personnel, district staff, and community groups

Assists the Admissions and Release Committees in interpreting educational assessment results, developing the individual education program, and determining appropriate placement, as needed

Administers educational assessments for preschool students within the district as needed

Coordinates and/or participates in parent involvements, staff development, and community agency development activities of the Early Childhood Program

Performs other duties as assigned by the designated director

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's degree or non-degree fifth year program

Kentucky certification in interdisciplinary early childhood education or certification endorsed in some area of special education or related field

Three (3) years successful experience as a teacher

Demonstrated ability to work cooperatively in a team situation

Demonstrated experience in at least one area of ECE

DESIRABLE QUALIFICATIONS

Ability to communicate with others

Skill in inservice and demonstrating teaching

Experience and education in early childhood special education

Willingness to keep abreast of the current developments in the field of Exceptional Child Education

Experience and skill in providing consultation to teachers on special education practices

Kentucky Department of Education Kindergarten certification

¹ This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.

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JOB TITLE	SENIOR MANAGER INFRASTRUCTURE SERVICES		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II GRADE 11		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR INFORMATION TECHNOLOGY		
SUPERVISES	ONE (1) MANAGER NETWORK SERVICES, ONE (1) VIRTUALIZATION ENGINEER, THREE (3) SYSTEMS ENGINEERS, ONE (1) SYSTEMS ADMINISTRATOR, ONE (1) SYSTEMS SECURITY ADMINISTRATOR, ONE (1) BUSINESS CONTINUITY ANALYST AND ONE (1) MANAGER ELECTRONIC MAINTENANCE		

SCOPE OF RESPONSIBILITIES

Provides and manages a secure, compliant, robust, reliable, scalable and efficient IT infrastructure and directs IT infrastructure support strategy and operations. Manages the district's technology infrastructure activities including the on premise data center, Infrastructure as a Service (IaaS) systems, JCPS Network, server maintenance and deployment, patching, performance monitoring, incident management, problem management, change management, and SLA management. Oversees the day to day support of all production platforms to ensure their availability, integrity, and security of their systems and data. Leverages change management principles (like ITIL) to protect the production environment from unapproved, untested changes. Works on extremely complex problems where analysis of situations and data requires an evaluation of multiple factors. Develops processes and criteria for evaluating technical alternatives to make important decisions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees all IT infrastructure elements (on premise and service/cloud-based) including but not limited to Active Directory Provisioning, servers, storage management, business continuity and disaster recovery, network and voice management, virtualization, recovery management, upgrades/migrations, data communication, threat management, network performance and availability and Open Records Requests.

Creates strategic and long range planning items for IT Infrastructure resource management and prepares and keeps current documentation on all managed systems, including IT business continuity and disaster recovery plans and capacity planning.

Establishes Architecture Standards, standard operating procedures (SOP), practices, and security measures to assure effective and consistent information and operations.

Ensures security best practices are implemented and revised, as needed, to maintain the availability, integrity and confidentiality of the information stored on and accessed through the network (firewalls, file rights, backup systems, account management, vulnerability testing, etc).

Provides leadership in development, testing and support of the institutional risk management programs for business continuity and IT disaster recovery with redundancy and cost control/reduction within JCPS and KDE limits.

Coordinates and ensures JCPS-wide multi-user computing systems and virtualized systems are well managed/administered to provide the required services to staff. Coordinates efforts with other JCPS departments.

Conducts studies of projected enhancements to IT Infrastructure and data center design and operation and proposes recommendations to the Director IT.

Develops, prepares and recommends budget for purchasing, upgrading and maintaining components and services of IT Infrastructure. Negotiates purchasing efforts with various vendors and work with internal JCPS purchasing.

Provides consultation with administrative and research departments on design, implementation and integration issues of new or upgraded systems, and approves the development and implementation of major IT Infrastructure project timelines.

Consults, Negotiates and assists with other teams on projects and integration issues. Serves as a liaison and works closely with JCPS IT and other JCPS Departments, KDE, regulated service providers, vendors and telecommunications organizations.

Performs other duties as assigned by the Director Information Technology.

<u>PHYSICAL DEMANDS</u>

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.
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<u>MINIMUM QUALIFICATIONS</u>

Bachelor's Degree in Information Technology or Computer Science.
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Strong communications skills and experience working alongside other IT and business management professionals.

5 years of demonstrable experience leading technical projects and people in an Enterprise IT environment.

Strong analytical and problem solving skills coupled with in-depth knowledge of system integration techniques, IT compliance and governance as it relates to operational efficiency and technical support.
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<u>DESIRABLE QUALIFICATIONS</u>
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ITIL Certification (or equivalent experience).
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PMP Certification (or equivalent experience).

Master's Degree in Information Technology or similar.

Cyber Security experience.

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JOB TITLE	SUPERVISOR DIGITAL CONTROL SYSTEMS		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR GENERAL MAINTENANCE		
SUPERVISES	SEVEN (7) DIGITAL CONTROL TECHNICIAN, TWO (2) PREVENTIVE MAINTENANCE TECHNICIAN, ENERGY SYSTEM REPAIR TECHNICIAN, TWO (2) SECURITY SYSTEMS TECHNICIAN, AND HELPER		

SCOPE OF RESPONSIBILITIES

Assists in the development, installation and maintenance of the digital control systems and comfort control for the school district.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates the activities of technicians in the maintenance, repair and installation of digital control systems

Meets with supervisory personnel to plan and schedule heating/air conditioning unit activities

Assigns, reviews and inspects work in progress and work completed by assigned technicians

Works with other maintenance units in renovation projects to assure HVAC system is operational at completion of projects

Maintains a continuing education program to stay current with all aspects of digital controls

Contacts necessary vendors or personnel to complete emergency repairs

Serves as resource person on new construction of digital control systems and attends and assists in the training of school personnel in the operation and maintenance of new HVAC systems

Meets with principals to resolve problems with equipment control

Prepares and reviews specifications and recommendations for equipment and parts purchased for digital control systems

Performs other duties as assigned by

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Two (2) years technical school training in heating and air conditioning

Four (4) years of successful work experience in heating and air conditioning with emphasis on digital controls

DESIRABLE QUALIFICATIONS

Bachelor's degree

Kentucky contractor's license in heating and air conditioning

REVISED
SEPTEMBER 28,
2015



JOB TITLE	SUPERVISOR GRAPHIC ARTS		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 9		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PERFORMANCE AND TECHNOLOGY		
SUPERVISES	SUPERVISOR PRINTING PRODUCTION, SYSTEMS COORDINATOR, THREE (3) ASSOCIATE GRAPHIC DESIGNER, FOUR (4) GRAPHIC DESIGNER, CLERK II, TWO EDITORIAL ASSISTANT, PUBLICATIONS SPECIALIST, SECRETARY/BOOKKEEPER II, AND SECRETARY II		

SCOPE OF RESPONSIBILITIES

Supervises printing production and graphic arts staff, conceptualizes the design of many of the wide variety of documents that are produced; initiates new design techniques to promote the image of the district; advises district personnel/clients of printing needs and pricing; works closely with editing staff and printing staff to ensure the accuracy of all documents; and critiques production to maintain the highest quality and established standards of excellence.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluates/approves the work of the graphics staff, and oversees the printing and production unit

Creates presentation materials for the superintendent's office and provides direction for development of district publications

Consults with district personnel regarding printing needs and develops appropriate printing plans based on budgets and time restraints. Coordinates all printing among the print shop

Creates new job tickets in the department's database; writes printing specifications; collects bids; and coordinates the printing of jobs to ensure quality and client satisfaction

Supervises set-up, operation, and maintenance of computer graphics equipment; issues requisitions for purchase of graphic materials and supplies; maintains an inventory of supplies

Utilizes the computer and learns new software packages to design various documents (booklets [curriculum guides], brochures, certificates, charts, posters, fliers, programs, invitations, etc.); understands all proofreader marks to make accurate revisions of documents utilizing software's text editing functions

Communicates printing instructions and works closely with the printing department to help ensure a quality finished product

Initiates new design techniques and shares expertise with others within the unit and across the district; provides training and seeks opportunities for professional growth for self and graphics staff

Maintains current knowledge of technology advances in material production

Performs other duties as assigned by the Director Performance and Technology

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree in fine or commercial art

Five (5) or more years successful experience in graphics

Formal training in art school

Successful experience supervising personnel

Some Macintosh computer experience

DESIRABLE QUALIFICATIONS

Ability to be self-directed
Knowledge of suitability of graphic materials for various age levels and situations
Knowledge of photographic equipment
Knowledge of District policies, procedures, and organizational goals and objectives
Ability to produce camera-ready artwork entirely on the Macintosh from conception to completion

REVISED
SEPTEMBER 28,
2015



JOB TITLE	SUPERVISOR MECHANICAL SYSTEMS		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR GENERAL MAINTENANCE		
SUPERVISES	TWO (2) LEAD TECHNICIAN		

SCOPE OF RESPONSIBILITIES

Assist the director mechanical and electronic maintenance in the development, installation and maintenance of the mechanical systems and comfort control for the school district.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervise and coordinate with the foreman of mechanical maintenance, activities of technicians in the maintenance, repairs and installation of mechanical systems

Reviews work requests and reports and meets with supervisory personnel to plan and schedule heating/air conditioning unit activities

Assigns, reviews and inspects work in progress and completed by assigned technicians in absence of foreman

Work with other maintenance units in renovation projects to assure HVAC system is operational at projects completion

Schedules annual inspection of district's boilers and pressure vessels with the Kentucky State Boiler inspector

Plans and contacts necessary vendors or personnel to complete emergency repairs and recommend repairs to boilers and pressure vessels

Resource person on new construction of mechanical systems, attends and assists in the training of school personnel in the operation and maintenance of new HVAC systems

Meets with principals to resolve problems with HVAC equipment

Prepares and review with purchasing, specifications and recommendations for equipment and parts purchased for mechanical systems

Performs other duties as assigned by the Director General Maintenance

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School diploma or G.E.D.

Two (2) years technical school in heating and air conditioning

Four (4) years of successful supervision in heating and air conditioning

DESIRABLE QUALIFICATIONS

Bachelor's degree in engineering

Kentucky contractor's license in heating and air conditioning

REVISED
SEPTEMBER 28,
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JOB TITLE	SUPERVISOR PRINTING PRODUCTION		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERVISOR GRAPHIC ARTS		
SUPERVISES	TWO (2) BINDERY/DISTRIBUTION CLERK, TWO (2) PRODUCTION PRINTER, BINDERY/COPY TECHNICIAN, DIGITAL PRINT TECHNICIAN, SENIOR PRODUCTION PRINTER		

SCOPE OF RESPONSIBILITIES

Assigns work to printing personnel and observes/supervises to ensure efficient work flow and high quality publications. Consults with supervisor to establish priorities/deadlines. Performs all tasks involved in the printing and publications facility.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the operation and maintenance of all offset printing presses and the high speed copier. Maintains a working knowledge of spot, color printing and four-color process printing, plate making, stripping, trimming, binding, collating and padding. Organizes the distribution of printed materials

Supervises and schedules all work in the department and maintains an inventory of all supplies and materials to maximize the utilization of both equipment and personnel. Requisitions, through proper channels, all equipment and supplies related to printing and publishing

Schedules, supervises and evaluates all employees in time management and quality control of printed documents

Serves as a member of the management team of the materials production department

Coordinates and maintains all maintenance contracts on equipment

Operates efficiently all equipment and trains staff in its operation

Uses computer technology to supervise and organize the print shop to insure the most efficient operation

Works in coordination with personnel and community agencies in the establishment and distribution of district printed documents

Evaluates all graphic arts produced documents to determine the best method/practice for printing and publishing

Performs other duties as assigned by Supervisor Graphic Arts

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, pushing and pulling of arm controls. The work requires being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and two years post-secondary training

Five (5) years experience in offset printing, mimeographing, and book binding

Experience in graphics and layout

Working knowledge of printing equipment

Successful experience supervising personnel

DESIRABLE QUALIFICATIONS

Ability to delegate responsibility

Flexible in scheduling a variety of tasks to be performed simultaneously in meeting production deadlines

Initiative to proceed with limited supervision

REVISED
SEPTEMBER 28,
2015



JOB TITLE	WAREHOUSE AND TRANSPORTATION SUPERVISOR		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 6		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	MANAGER NUTRITION SERVICE CENTER		
SUPERVISES	CENTRAL RECEIVER, THIRTEEN (13) DRIVER, CLERK II, FOREMAN, AND NINE (9) WAREHOUSE WORKER II.		

SCOPE OF RESPONSIBILITIES

Supervises and coordinates the receipt, inspection, storage, assembly, and distribution of all materials, commodities, and equipment. Responsible for compliance with federal and state regulations for all transportation and storage requirements. Responsible for facility security including stock and the physical plant.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates inventory control to ensure the accuracy of issues and receipts
 Prepares daily, weekly, and monthly work schedules and monitors work flow activities
 Responsible for all reports as relates to the warehouse and transportation functions of the Center, including maintaining perpetual and semi-annual inventories as required by USDA regulation
 Responsible for maintaining appropriate stock levels of all warehoused items
 Supervises, evaluates and trains all employees in the warehouse and transportation area
 Responsible for removal, transfer and recording of all food service equipment districtwide
 Develops and implements the Hazard Analysis and Critical Control Points program for the warehouse and transportation areas, in conjunction with supervisor, and is responsible for the safety program for the warehouse and transportation areas
 Supervises, coordinates, and authorizes all shipments to and from the Center, including prepared and warehoused items
 Performs other duties as assigned by Manager Nutrition Service Center

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
 Three (3) years successful experience in warehousing or institutional food service programs
 Hazard Analysis and Critical Control Points certification
 Valid driver's license

DESIRABLE QUALIFICATIONS

Professional training in management
 Knowledge of policies and procedures of the school district