

REVISED
SEPTEMBER 28,
2015



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

**REVISED
MARCH 22, 2016**



JOB TITLE	DIRECTOR MECHANICAL PLANNING		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/GRADE 12		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PROPERTY MANAGEMENT AND MAINTENANCE		
SUPERVISES	Supervisor Digital Control Systems, Supervisor Mechanical Systems, Clerk II, Data Entry Clerk, Energy Computer Operator Dispatcher, (2) Lead Technician, (6) HVAC General Technician, (10) HVAC Technician, (6) Pipefitter, (7) Digital Control Technician, Energy Systems Repair Technician, (2) Security Systems Technician, and (1) Helper		

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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NEW:
07/01/18

JOB TITLE:	GENERALIST PARENT OUTREACH
DIVISION:	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Specializes in telling stories and building brands (from social/digital to video to print). Makes an impact in the community, leads the district in a variety of best practices and helps communications efforts to produce tangible results. Works with students, educators, administrators, schools, businesses, and community partners on projects. Supports the Communications department, assisting in advertising and marketing campaigns, works with the press and other related media outlets, as well as coordinates events, promotions and external community events.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, creates and implements a marketing strategy; develops implements and assists in advertising, marketing and PR strategies to promote internal and external initiatives on behalf of the district

Plans, manages, budgets, activates, attends and evaluates on-site events and promotions

Assists with the successful management of social channel activities for various brands; creates timely and engaging content optimized for intended audience

Develops social presence and advocates brand effectively; leads content creation across various media channels and engages with social communities for initiatives and schools (e.g., Facebook, Instagram, Snapchat, Twitter, etc.)

Assists with writing, design, social media, videography, digital efforts, print materials and events

Maintains awareness and understanding of best-in-class tactics being used by others, as well as looks for opportunities to innovate and develops existing initiatives

Maintains awareness of emerging trends and platforms to use as necessary

Oversees productions of print materials that will enhance the work of the district

Monitors compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures

Performs other duties as assigned by the Chief of Communications and Community Relations

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 in advertising, marketing, public relations, communications or other applicable field

Three (3) years related work experience

Understanding of social media platforms

DESIRABLE QUALIFICATIONS

Excellent project management skills

Excellent writing and speaking skills