



Effective: ~~NEW:~~ Submitted:
 7/1/2020 3/19/2020
 07/01/2019 06/11/2019

JOB TITLE:	ASSISTANT NUTRITION SERVICES
DIVISION	OPERATION SERVICES ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IB, GRADE FS
WORK YEAR:	183 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8110
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES
Assumes responsibility for cooperating with and the completion of all assigned tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Cooperates with supervisor and fellow assistants to ensure maximum efficiency of food production and total program
Prepares food using standardized recipes and completes support documentation as directed by the supervisor
Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan
Demonstrates proper methods of storing foods and use and care of equipment
Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations
Maintains quality standards for the presentation and service of food in a pleasant environment
Performs all other duties assigned by the supervisor.
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while standing or walking. 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, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Complete Kentucky Department of Education Certification as a food service employee within 40 days of employment
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful food service experience
Participation in vocational food service courses
Louisville Metro Department of Public Health and Wellness food safety certification
Experience in a diverse workplace

Footnote

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



Effective: 7/1/2020
Submitted: 3/19/2020

JOB TITLE:	ASSISTANT NUTRITION SERVICES
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE FS
WORK YEAR:	183 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8110
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES
Assumes responsibility for cooperating with and the completion of all assigned tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Cooperates with supervisor and fellow assistants to ensure maximum efficiency of food production and total program
Prepares food using standardized recipes and completes support documentation as directed by the supervisor
Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan
Demonstrates proper methods of storing foods and use and care of equipment
Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations
Maintains quality standards for the presentation and service of food in a pleasant environment
Performs all other duties assigned by the supervisor.
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while standing or walking. 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, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Complete Kentucky Department of Education Certification as a food service employee within 40 days of employment
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful food service experience
Participation in vocational food service courses
Louisville Metro Department of Public Health and Wellness food safety certification
Experience in a diverse workplace

Footnote

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



Effective: 3/20/2020 Submitted: 3/19/2020

JOB TITLE:	CLERK SENIOR APPROVAL – SUBSTITUTE CENTER
DIVISION:	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	260
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Provides additional support to the Substitute Center Clerks in areas involving direct hiring, substitute assignments, applicant onboarding, audits, and processing for the substitute center. The Substitute Center Senior Approval Clerk would also serve as a direct back-up to the Substitute Center Specialist ensuring MUNIS actions are reviewed and approved in a more efficient time frame.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Follows HR procedures and policies to screen and hire personnel
Schedules and conducts all (Classified and Certified) employee onboard meetings
Provides assistance to Substitute Center Specialist in matters relating to staffing of substitute personnel
Collects, organizes and processes all substitute new hire and reassignment paperwork while maintaining accuracy according to District and HR policies
Provides information to other departments and the public applying significant knowledge of district policies and procedures
Serves as liaison between schools, district office and substitute personnel
Assists Substitute Center Specialist with monthly absence reconciliation reports
Serves as the back-up personnel action approver to the Substitute Center Specialist
Completes all trainings and other compliance requirements as assigned by the designated deadline
Perform other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. 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.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
Three (3) years of successful experience in Human Resources functions
Effective communication skills
Ability to organize a variety of duties

DESIRABLE QUALIFICATIONS
Ability to work well in a team situation
Associate Degree in business or related field
Efficient time management
Training or education in business practices and skills
Experience in a diverse workplace



Effective: 7/1/2020
Submitted: 03/19/2020

JOB TITLE:	CLERK SENIOR PURCHASING/BID
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8633
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing technical services to all staff in the areas of bidding/purchasing and equipment evaluation, and assists District staff with the evaluation of products bid. Works with minimal supervision and assists with purchasing processes, bid preparation, and tabulation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility of liaison between vendors and web procurement provider

Works closely with all staff providing technical assistance, training, and advice regarding the delivery of support services related to purchasing and bidding product/equipment evaluation

Develops, updates, and revises all forms, instructions, manuals, and procedures for bid processing

Develops, prepares, and proofs bid documents for distribution to prospective bidders and assists in the tabulation results of said bids

Assists the director with product and bid evaluation activities providing technical advice where needed regarding product quality and compliance with specifications

Maintains communication with system-wide offices and vendors regarding the products that are bid by the District

Prepares and proofreads purchasing and bids correspondence and other materials for accuracy, signature, duplication and distribution

Coordinates archiving of Bid documents semi-annually

Maintains and updates records relating to the evaluation of product services that are bid

Assists in the completion, distribution, and tracking of bid contracts

Operates office machines and equipment and performs clerical functions necessary for the successful completion of the job tasks

Assists in payroll time report processing and employee inquiries as needed

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. 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, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in aspects of school support services

Proficient in word processing

Ability to develop specifications/knowledge of Kentucky Purchasing Law

Thorough knowledge of business English, spelling, and punctuation

Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated skill in and successful experience with numbers and statistical data
Working knowledge of the organization, policies, procedures and practices of the District related to product evaluation and specifications
Successful experience working with and providing assistance to the public
Experience in a diverse workplace



Effective: 3/20/2020 Submitted: 3/19/2020

JOB TITLE:	COACH MS JV BASKETBALL (BOYS OR GIRLS)
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	COACHING SEASON
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERA

SCOPE OF RESPONSIBILITIES
Serves as JV assistant coach in middle school and reports to the head middle school coach and athletic director in various middle school athletic programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists in promoting all sports in the school and community
Assists the head coach in planning the athletic program
Assists the head coach in organizing and supervising all practices and meetings
Assists the head coach in teaching fundamental skills, team play, strategy, and rules and regulations of the game
Assists the head coach in teaching good sportsmanship and Character First
Assists the head coach in checking that all students meet all academic eligibility requirements and sports safety requirements including sports physicals, parent/guardian consent, and student accident insurance coverage and limits
Keeps informed of all rules and regulations established for high school participation by the KHSAA and JCPS
Completes all coach requirements regarding sports safety including CPR and AED certification and the KHSAA Sports Safety Course as well as all NFHS course as required by level of education in a timely manner
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs all other duties as assigned by Principal or athletic director

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work is repetitive. The work, at times, requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push and pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS
Minimum of 64 (sixty-four) semester hours of credit from an accredited college or university or training as required and approved by the KHSAA
NFHS Fundamentals of Coaching
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Teacher Certification
Experience in a diverse workplace



Effective: ~~NEW:~~ Submitted:
 7/1/2020 3/19/2020
 07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR NUTRITION SERVICES I
DIVISION	OPERATION SERVICES ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8092
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving a minimum of 500 daily total meals and meal equivalents to ensure that federal, state, and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of all resources and implementation of all department policies and procedures

Monitors and evaluates employee performance and morale

Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

Provides leadership to school nutrition staff that promotes team effectiveness and productivity

Completes accurately all assigned records and reports utilizing approved software

Participates in all scheduled professional development training to meet local, state, and federal training requirements

Implements customer service techniques to promote satisfaction and increase program participation

Supervises implementation of approved Hazard Analysis and Critical Control Points plan

Follows District policies related to equipment operation, safety, and maintenance practices

Follows federal, state, and local guidelines and regulations for addressing special dietary needs in the school nutrition program

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. 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, 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, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful food service experience

Complete Kentucky Department of Education certification as a food service employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS

Two (2) years college in Nutrition, Food Service Management or Accounting

Successful experience in Jefferson County School and Community Nutrition Services operation

Louisville Department of Public Health and Wellness Food Safety certification

Proficient math and computer skills

Experience in a diverse workplace

Footnote

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Effective:
7/1/2020

Submitted:
3/19/2020

JOB TITLE:	COORDINATOR NUTRITION SERVICES I
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8092
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving a minimum of 500 daily total meals and meal equivalents to ensure that federal, state, and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of all resources and implementation of all department policies and procedures

Monitors and evaluates employee performance and morale

Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

Provides leadership to school nutrition staff that promotes team effectiveness and productivity

Completes accurately all assigned records and reports utilizing approved software

Participates in all scheduled professional development training to meet local, state, and federal training requirements

Implements customer service techniques to promote satisfaction and increase program participation

Supervises implementation of approved Hazard Analysis and Critical Control Points plan

Follows District policies related to equipment operation, safety, and maintenance practices

Follows federal, state, and local guidelines and regulations for addressing special dietary needs in the school nutrition program

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. 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, 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, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful food service experience

Complete Kentucky Department of Education certification as a food service employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS

Two (2) years college in Nutrition, Food Service Management or Accounting

Successful experience in Jefferson County School and Community Nutrition Services operation

Louisville Department of Public Health and Wellness Food Safety certification

Proficient math and computer skills

Experience in a diverse workplace

Footnote

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Effective:~~NEW:~~
7/1/2020
~~07/01/2019~~

Submitted:
3/19/2020
~~06/11/2019~~

JOB TITLE:	COORDINATOR NUTRITION SERVICES II
DIVISION	OPERATION SERVICESACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IB, GRADE 3
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8104
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving less than 500 daily total meals and meal equivalents to ensure that federal, state and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of all resources and implementation of all department policies and procedures

Monitors and evaluates employee performance and morale

Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

Provides leadership to school nutrition staff that promotes team effectiveness and productivity

Completes accurately all assigned records and reports utilizing approved software

Participates in all scheduled professional development training to meet local, state, and federal training requirements

Implements customer service techniques to promote satisfaction and increase program participation

Supervises implementation of approved Hazard Analysis and Critical Control Points plan

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. 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, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful food service experience

Complete Kentucky Department of Education certification as a food service employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years of college in Nutrition, Food Service Management or Accounting
Successful experience in Jefferson County School and Community Nutrition Services operation
Louisville Department of Public Health and Wellness Food Safety certification
Proficient math and computer skills
Experience in a diverse workplace



Effective:
7/1/2020

Submitted:
3/19/2020

JOB TITLE:	COORDINATOR NUTRITION SERVICES II
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 3
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8104
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving less than 500 daily total meals and meal equivalents to ensure that federal, state and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of all resources and implementation of all department policies and procedures

Monitors and evaluates employee performance and morale

Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

Provides leadership to school nutrition staff that promotes team effectiveness and productivity

Completes accurately all assigned records and reports utilizing approved software

Participates in all scheduled professional development training to meet local, state, and federal training requirements

Implements customer service techniques to promote satisfaction and increase program participation

Supervises implementation of approved Hazard Analysis and Critical Control Points plan

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. 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, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful food service experience

Complete Kentucky Department of Education certification as a food service employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years of college in Nutrition, Food Service Management or Accounting
Successful experience in Jefferson County School and Community Nutrition Services operation
Louisville Department of Public Health and Wellness Food Safety certification
Proficient math and computer skills
Experience in a diverse workplace



Effective: Submitted:
03/20/2020 03/19/2020

JOB TITLE:	COORDINATOR PAYROLL
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Coordinates and supervises all work related to the District's time reporting to insure accuracy and compliance with internal and external policies, procedures and regulations; plans, organizes and supervises the implementation and maintenance of payroll programs; verifies complex payroll calculations for accuracy; develops and implements training programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates all activities related to the implementation and maintenance of payroll system programs used for time reporting, health insurance, retirement and vendor processing
Develops complex processing and training schedules; utilizes effective communication skills to notify internal departments and external stake holders of payroll requirements and deadlines
Provides guidance and training to principals, managers, supervisors, human resources and district support staff regarding payroll processing requirements
Manages day-to-day operations of the district's time reporting system including but not limited to security permissions and maintains complex auxiliary programs based on an in-depth knowledge of policies, procedures
Serves as a liaison with the Information Services Department and Tyler Technologies; communicates program development needs and tracks system development requests and resolutions
Collaborates with payroll team members and IT3 team to develop district training materials
Mentors team members; directs, trains and supervises the work of the payroll technician team to insure accuracy and compliance with all District policies and procedures as well as federal, state and local law
Coordinates the reconciliation and remittance of retirement contributions and invoices; insures the district is in compliance with applicable laws and deadlines; serves as liaison between the district and the retirement systems to resolve complex reporting requirements
Works closely with management and support teams to establish and implement best practices; recommends and implements cost efficient measures to increase operational efficiencies
Oversees payroll liability accounts to insure accurate reconciliation; assists with fiscal and calendar year end closing to meet required deadlines
Stays current on complex laws and regulations which impact payroll operations and collaborates with management team to implement necessary changes
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designed deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. 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
Three (3) years of successful experience in payroll processing and/or accounting functions
Demonstrated ability to communicate effectively
Demonstrated ability to meet established deadlines and to work accurately
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree
Kentucky Certified School Financial Manager
Experience in a diverse workplace



Effective: 7/1/2020 Submitted: 3/19/2020

JOB TITLE:	TECHNICIAN JOURNEYMAN DIGITAL CONTROL
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW IB/GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW 8372
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Maintains all electronic microprocessor based direct digital controllers (DDC), pneumatic systems, and associated software pertaining to all digital temperature control applications of the school district

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Repairs or replaces electronic unitary controllers
Maintains data base files for all unitary control applications throughout the District
Writes unitary controller programs for various HVAC equipment installations and customize existing control applications
Maintains communications software and graphics data bases to remote DDC equipment
Troubleshoots, maintains, repairs all interface devices to the unitary controllers (electronic actuators, temperature sensing thermistors, pressure transducers or humidity sensing devices and relays)
Repairs or replaces all pneumatic thermostats and controllers
Repairs, repacks or replaces all types of temperature control valves
Repairs, replaces and maintains all related ventilation equipment (air handlers, unit ventilators, fan coil units, exhaust fans)
Completes accurate work orders with respect to labor and material used
Completes all training and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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- DIGITAL CONTROL JOURNEYMAN, IB/GRADE 11 JOB CLASS _____
High School Diploma or G.E.D.
A minimum of fivethree (5) 3 years of experience in digital and pneumatic control applications
Skill in reading blueprints and temperature control diagrams
Valid Kentucky HVAC Journeyman license
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Autocad (computerized drafting) experience
Advanced training in direct digital control
Experience in a diverse workplace

MINIMUM QUALIFICATIONS-DIGITAL CONTROL TECHNICIAN III-IB/GRADE 9	JOB CLASS _____
High School Diploma or G.E.D.	
A minimum of five (5) years of experience in digital and pneumatic control applications	
Skill in reading blueprints and temperature control diagrams	
Valid Kentucky HVAC Journeyman license	
Valid driver's license	
Effective communication skills	
DESIRABLE QUALIFICATIONS	
Autocad (computerized drafting) experience	
Advanced training in direct digital control	
Experience in a diverse workplace	

MINIMUM QUALIFICATIONS-DIGITAL CONTROL TECHNICIAN II-IB/GRADE 7	JOB CLASS _____
High School Diploma or G.E.D.	
A minimum of five (5) years of experience in digital and pneumatic control applications	
Skill in reading blueprints and temperature control diagrams	
Valid driver's license	
Effective communication skills	
DESIRABLE QUALIFICATIONS	
Advanced training in direct digital control	
Experience in a diverse workplace	

MINIMUM QUALIFICATIONS- DIGITAL CONTROL TECHNICIAN I-IB/GRADE 5	JOB CLASS _____
High School Diploma or G.E.D.	
A minimum of three (3) years of experience in digital and pneumatic control applications	
Skill in reading blueprints and temperature control diagrams	
Valid driver's license	
Effective communication skills	
DESIRABLE QUALIFICATIONS	
Experience in a diverse workplace	
Experience in this field	



Effective: 7/1/2020 Submitted: 3/19/2020

JOB TITLE:	DIGITAL CONTROL
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Maintains all electronic microprocessor based direct digital controllers (DDC), pneumatic systems, and associated software pertaining to all digital temperature control applications of the school district.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Repairs or replaces electronic unitary controllers
Maintains data base files for all unitary control applications throughout the District
Writes unitary controller programs for various HVAC equipment installations and customize existing control applications
Maintains communications software and graphics data bases to remote DDC equipment
Troubleshoots, maintains, repairs all interface devices to the unitary controllers (electronic actuators, temperature sensing thermistors, pressure transducers or humidity sensing devices and relays)
Repairs or replaces all pneumatic thermostats and controllers
Repairs, repacks or replaces all types of temperature control valves
Repairs, replaces and maintains all related ventilation equipment (air handlers, unit ventilators, fan coil units, exhaust fans)
Completes accurate work orders with respect to labor and material used
Completes all training and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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- DIGITAL CONTROL JOURNEYMAN, IB/GRADE 11 JOB CLASS_____
High School Diploma or G.E.D.
A minimum of five (5) years of experience in digital and pneumatic control applications
Skill in reading blueprints and temperature control diagrams
Valid Kentucky HVAC Journeyman license
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Autocad (computerized drafting) experience
Advanced training in direct digital control
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- DIGITAL CONTROL TECHNICIAN III-IB/GRADE 9 JOB CLASS_____
High School Diploma or G.E.D.
A minimum of five (5) years of experience in digital and pneumatic control applications
Skill in reading blueprints and temperature control diagrams
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Advanced training in direct digital control
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- DIGITAL CONTROL TECHNICIAN II-IB/GRADE 7 JOB CLASS_____
High School Diploma or G.E.D.
A minimum of three (3) years of experience in digital and pneumatic control applications
Skill in reading blueprints and temperature control diagrams
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Advanced training in direct digital control
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- DIGITAL CONTROL TECHNICIAN I-IB/GRADE 5 JOB CLASS_____
High School Diploma or G.E.D
Skill in reading blueprints and temperature control diagrams
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Experience in this field



Revised~~NEW~~:
07/01/2019
7/1/2020

Submitted:
06/11/2019
3/19/2020

JOB TITLE:	ELECTRICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW 8386
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Maintains and repairs electrical system and equipment such as power distribution system, lighting systems, automatic time systems, motors, compressors, kitchen equipment, fire alarm and other electrically operated equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans or assists with the layout, installations and repairs to wiring, electrical fixtures, apparatus, and control equipment including planning new and modified installations to minimize waste of materials, provides access for future maintenance, and avoid unsightly hazardous, and unreliable wiring, consistent with specification and local codes
Measures, cuts, bends, threads, assembles, and installs electrical conduit, using such tools as hacksaw, pipe threader, and conduit bender
Pulls wiring through conduit, splices wires by stripping insulation from terminal leads with knife or pliers, twisting or soldering wires together, and applying tape or terminal caps, and connects wiring to lighting fixtures and power equipment, using hand tools
Installs control and distribution apparatus, such as switches, relays and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools
Connects power cables to equipment, such as electric range or motor, and installs grounding leads
Tests continuity of circuit to insure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery, and buzzer, and oscilloscope
Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement
Repairs faulty equipment or systems where found, including tunnels and high places
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The The work is performed while standing or walking. 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- ELECTRICIAN, IB, GRADE 11 JOB CLASS _____	
High School Diploma or G.E.D.	
Five (5) Three (3) years of successful experience in electrical work	
Valid driver's license	
Valid Kentucky Electrician license	
Effective communication skills	
DESIRABLE QUALIFICATIONS	
Completed apprenticeship program	
Experience reading and following blueprints, drawings, schematics, and diagrams	
Valid Kentucky Master Electrician license	
Experience in a diverse workplace	
MINIMUM QUALIFICATIONS- ELECTRIC TECHNICIAN III- IB, GRADE 9 JOB CLASS _____	
High School Diploma or G.E.D.	
Five (5) years of successful experience in electrical work	
Valid driver's license	
Effective communication skills	
DESIRABLE QUALIFICATIONS	
Experience reading and following blueprints, drawings, schematics, and diagrams	
Experience in a diverse workplace	

MINIMUM QUALIFICATIONS- ELECTRIC TECHNICIAN II- IB, GRADE 7 JOB CLASS _____	
High School Diploma or G.E.D.	
Valid driver's license	
Three (3) years of successful experience in electrical work	
Effective communication skills	
DESIRABLE QUALIFICATIONS	
Experience reading and following blueprints, drawings, schematics, and diagrams	
Experience in a diverse workplace	
MINIMUM QUALIFICATIONS- ELECTRIC TECHNICIAN I- IB, GRADE 5 JOB CLASS _____	
High School Diploma or G.E.D.	
Valid driver's license	
Effective communication skills	
DESIRABLE QUALIFICATIONS	
Experience reading and following blueprints, drawings, schematics, and diagrams	
Experience in a diverse workplace	



Effective:
7/1/2020

Submitted:
3/19/2020

JOB TITLE:	ELECTRIC
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Maintains and repairs electrical system and equipment such as power distribution system, lighting systems, automatic time systems, motors, compressors, kitchen equipment, fire alarm and other electrically operated equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans or assists with the layout, installations and repairs to wiring, electrical fixtures, apparatus, and control equipment including planning new and modified installations to minimize waste of materials, provides access for future maintenance, and avoid unsightly hazardous, and unreliable wiring, consistent with specification and local codes

Measures, cuts, bends, threads, assembles, and installs electrical conduit, using such tools as hacksaw, pipe threader, and conduit bender

Pulls wiring through conduit, splices wires by stripping insulation from terminal leads with knife or pliers, twisting or soldering wires together, and applying tape or terminal caps, and connects wiring to lighting fixtures and power equipment, using hand tools

Installs control and distribution apparatus, such as switches, relays and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools

Connects power cables to equipment, such as electric range or motor, and installs grounding leads

Tests continuity of circuit to insure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery, and buzzer, and oscilloscope

Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement

Repairs faulty equipment or systems where found, including tunnels and high places

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. 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- ELECTRICIAN, IB, GRADE 11 JOB CLASS _____
High School Diploma or G.E.D.
Five (5) years of successful experience in electrical work
Valid driver's license
Valid Kentucky Electrician license
Effective communication skills

DESIRABLE QUALIFICATIONS
Completed apprenticeship program
Experience reading and following blueprints, drawings, schematics, and diagrams
Valid Kentucky Master Electrician license
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- ELECTRIC TECHNICIAN III- IB, GRADE 9 JOB CLASS _____
High School Diploma or G.E.D.
Five (5) years of successful experience in electrical work
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience reading and following blueprints, drawings, schematics, and diagrams
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- ELECTRIC TECHNICIAN II- IB, GRADE 7 JOB CLASS _____
High School Diploma or G.E.D.
Three (3) years of successful experience in electrical work
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience reading and following blueprints, drawings, schematics, and diagrams
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- ELECTRIC TECHNICIAN I- IB, GRADE 5 JOB CLASS _____
High School Diploma or G.E.D.
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience reading and following blueprints, drawings, schematics, and diagrams
Experience in a diverse workplace



Effective: 7/1/2020 Submitted: 3/19/2020

JOB TITLE:	FIRE ALARM
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Maintains, troubleshoots, repairs, installs and inspects smoke and fire alarm systems.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Installs, inspects, tests, and repairs fire alarm wiring, fire alarm panels and peripheral equipment
Identifies hazards, defects, and the need for adjustment or repair
Inspects, repair or replaces smoke/heat detectors and audio/visual alarms
Tests and inspects fire alarm systems using appropriate diagnostic programs and equipment
Ensures work is in accordance with relevant codes
Observes functioning of installed equipment of system to detect hazards and need for adjustments, relocation, or replacement
Repairs faulty equipment or systems where found, including tunnels and high places
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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- CERTIFIED FIRE ALARM, IB/GRADE 11 JOB CLASS____
High School Diploma or G.E.D.
Five (5) years of successful experience in fire alarm work
Valid driver's license
Appropriate fire alarm certifications
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience reading and following blueprints, drawings, schematics, and diagrams
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- FIRE ALARM TECHNICIAN III, IB/GRADE 9 JOB CLASS____
High School Diploma or G.E.D.
Five (5) years of successful experience in fire alarm work
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience reading and following blueprints, drawings, schematics, and diagrams
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- FIRE ALARM TECHNICIAN II, IB/GRADE 7 JOB CLASS__
High School Diploma or G.E.D.
Three (3) years of successful experience in fire alarm work
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience reading and following blueprints, drawings, schematics, and diagrams
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- FIRE ALARM TECHNICIAN I, IB/GRADE 5 JOB CLASS__
High School Diploma or G.E.D.
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Ability to read and follow blueprints, drawings, schematics, and diagrams
Experience in this field
Experience in a diverse workplace



Effective: ~~NEW:~~ Submitted:
~~07/01/2019~~ ~~06/11/2019~~
 7/1/2020 3/19/2020

JOB TITLE:	GENERAL MAINTENANCE CARPENTER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/ GRADE SEE BELOW IB, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW 8384
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Repairs windows, doors and hardwood floors; floor and ceiling tile, framing; builds concrete forms; installs chalk and bulletin boards; assumes responsibility for the performance of planned preventative maintenance tasks, initial troubleshooting and corrective maintenance tasks for assigned buildings. and cabinet making.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Inspects building interiors, exteriors, doors, windows, floor, and equipment to identify and perform repairs where necessary Repairs and replaces all types of wood doors, door jambs, window sashes, frames and window sills
Repairs floor and ceiling tile, doors and door hardware, window sashes and sills, etc.; installs instructional boards, bulletin boards and white boards in classrooms and offices
Installs, replaces, and repairs all types of necessary classroom equipment; such as chalkboards, bulletin boards, and cabinets, etc.
Performs minor masonry and painting repairs such as patching cracked concrete, patching holes, sanding and spot painting
Constructs, erects, installs and repairs structures and fixtures of wood, metal, stud, plywood and wallboard using carpenter hand tools and power tools
Troubleshoots repairs, and replaces minor appliances such as clocks, simple kitchen equipment, custodial equipment, fans, etc.
Prepares layout using rule, framing square and calipers
Assumes responsibility for truck, tools and equipment that have been assigned and issued to perform work
Makes withdrawals for all material used from stock
Writes work orders on all work completed by the assigned helper
Assumes responsibility for own safety and the safety of others regarding the assigned job
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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- GENERAL MAINTENANCE TECHNICIAN III, IB/GRADE 9 JOB CLASS ____
High School Diploma or G.E.D.
Five (5) four (4) years of experience in field carpentry
Ability to set up and operate all carpenter shop equipment
Physically able to climb and work in high places on all types of scaffolds, ladders and lifts Ability to climb and work in high places
Ability to read blueprints
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Additional experience in this field
Completed apprenticeship program
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- GENERAL MAINTENANCE TECHNICIAN II, IB/GRADE 7 JOB CLASS ____
High School Diploma or G.E.D.
Three (3) years of experience in relevant construction/maintenance field
Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Ability to read blueprints
Experience in a diverse workplace



Effective:
7/1/2020

Submitted:
3/19/2020

JOB TITLE:	GENERAL MAINTENANCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/ GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Repairs windows, doors and hardwood floors; floor and ceiling tile, framing; builds concrete forms; installs chalk and bulletin boards; assumes responsibility for the performance of planned preventative maintenance tasks, initial troubleshooting and corrective maintenance tasks for assigned buildings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects building interiors, exteriors, doors, windows, floor, and equipment to identify and perform repairs where necessary
Repairs floor and ceiling tile, doors and door hardware, window sashes and sills, etc.
Installs instructional boards, bulletin boards and white boards in classrooms and offices
Performs minor masonry and painting repairs such as patching cracked concrete, patching holes, sanding and spot painting
Constructs, erects, installs and repairs structures and fixtures of wood, metal, stud, plywood and wallboard using carpenter hand tools and power tools
Troubleshoots repairs, and replaces minor appliances such as clocks, simple kitchen equipment, custodial equipment, fans, etc.
Assumes responsibility for truck, tools and equipment that have been assigned and issued to perform work
Makes withdrawals for all material used from stock
Assumes responsibility for own safety and the safety of others regarding the assigned job
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. 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-**GENERAL MAINTENANCE TECHNICIAN III, IB/GRADE 9** JOB CLASS ____

High School Diploma or G.E.D.
Five (5) years of experience in field
Ability to set up and operate all carpenter shop equipment

Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
Experience in reading and following blueprints, drawings, schematics and diagrams
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Completed apprenticeship program
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- GENERAL MAINTENANCE TECHNICIAN II, IB/GRADE 7 JOB CLASS_____
High School Diploma or G.E.D.
Three (3) years of experience in relevant construction/maintenance field
Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Ability to read and follow blueprints, drawings, schematics and diagrams
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- GENERAL MAINTENANCE TECHNICIAN I, IB/GRADE 5 JOB CLASS_____
High School Diploma or G.E.D.
Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Ability to read and follow blueprints, drawings, schematics and diagrams
Experience in this field
Experience in a diverse workplace



Effective: Submitted:
7/1/2020 3/19/2020

NEW or REVISED:
DATE

JOB TITLE:	WORKER III GROUNDS
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW 8960
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Performs all phases of general grounds labor including assisting in the maintenance of pavement, ornamental plantings, grass, and fencing; assists in the moving of heavy equipment; assists in the removal of snow; and other labor as directed by the designated supervisor

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Operates lawnmowers, tractors, and snow removal equipment
Installs and repairs all fencing
Cleans fence rows and cuts grass as required throughout the District
Implements tree, shrub, and weed control maintenance program as directed
Repairs, grades, and resurfaces walks and driveways
Performs snow and ice removal
Installs playground equipment as required
Moves heavy equipment as required
Completes all trainings and other compliance requirements as assigned by designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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- GROUNDSWORKER III, IB/GRADE 5 JOB CLASS____
High School Diploma or G.E.D.
Valid driver's license and CDL
Three (3) Five (5) years of experience in grounds or related field
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in snow removal
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- GROUNDSWORKER II, IB/GRADE 4 JOB CLASS____
High School Diploma or G.E.D.
Valid driver's license and CDL

Two (2) Three (3) years of experience in grounds or related field
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in snow removal
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- GROUNDWORKER , IB/GRADE 3 JOB CLASS____
High School Diploma or G.E.D.
Valid driver's license and CDL
Two (2) years' experience in grounds work or related field
Effective communication skills
DESIRABLE QUALIFICATIONS
Three (3) years or more experience in grounds work or related field Additional experience in this field
Experience in a diverse workplace



Effective: 7/1/2020 Submitted: 3/19/2020

JOB TITLE:	GROUNDS
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Performs all phases of general grounds labor including assisting in the maintenance of pavement, ornamental plantings, grass, and fencing; assists in the moving of heavy equipment; assists in the removal of snow; and other labor as directed by the designated supervisor

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Operates lawnmowers, tractors, and snow removal equipment
Installs and repairs all fencing
Cleans fence rows and cuts grass as required throughout the District
Implements tree, shrub, and weed control maintenance program as directed
Repairs, grades, and resurfaces walks and driveways
Performs snow and ice removal
Installs playground equipment as required
Moves heavy equipment as required
Completes all trainings and other compliance requirements as assigned by designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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- GROUNDWORKER III, IB/GRADE 5 JOB CLASS_____
High School Diploma or G.E.D.
Valid driver's license and CDL
Five (5) years of experience in grounds or related field
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in snow removal
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- GROUNDWORKER II, IB/GRADE 4 JOB CLASS_____
High School Diploma or G.E.D.
Valid driver's license and CDL
Three (3) years of experience in grounds or related field
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in snow removal
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- GROUNDWORKER I , IB/GRADE 3 JOB CLASS_____	
High School Diploma or G.E.D.	
Valid driver's license	
Effective communication skills	
DESIRABLE QUALIFICATIONS	
Experience in this field	
Experience in a diverse workplace	



NEW or REVISED:

Effective: 7/1/2020 Submitted: 3/19/2020

JOB TITLE:	WORKER TECHNICIAN II KITCHEN EQUIPMENT REPAIR
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW IB/GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW 8388
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Installs, inspects, repairs and services all electric and natural gas operated kitchen equipment

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Installs new or relocated kitchen equipment
Repairs all electrical and gas operated kitchen equipment
Performs all inspections as required by local codes
Maintains all kitchen equipment to include a preventative maintenance program
Orders and maintains adequate repair parts to facilitate timely repairs
Initiates as required and completes all work orders of repairs completed, parts used, and time expended
Performs other plumbing repairs as required
Performs other electrical repairs as required
Maintains all records and inspections as required by District, state and local regulations
Completes all training and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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- KITCHEN EQUIPMENT TECHNICIAN III, IB/GRADE 9 JOB CLASS _____
High School Diploma or G.E.D.
Three (3) Five Six (56) years of successful experience in kitchen equipment repair
Basic knowledge of electrical and plumbing codes, and fire safety codes related to kitchen equipment installation and inspection
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Electrical journeyman license
Plumbers journeyman license
Additional experience in the field
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- KITCHEN EQUIPMENT TECHNICIAN II, IB/GRADE 7 JOB CLASS _____

High School Diploma or G.E.D.
Three (3) years of successful experience in kitchen equipment repair
Basic knowledge of electrical and plumbing codes, and fire safety codes related to kitchen equipment installation and inspection
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- KITCHEN EQUIPMENT TECHNICIAN I, IB/GRADE 5 JOB CLASS_____
High School Diploma or G.E.D.
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Experience in this field



Effective: 7/1/2020 Submitted: 3/19/2020

JOB TITLE:	KITCHEN EQUIPMENT
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Installs, inspects, repairs and services all electric and natural gas operated kitchen equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Installs new or relocated kitchen equipment
Repairs all electrical and gas operated kitchen equipment
Performs all inspections as required by local codes
Maintains all kitchen equipment to include a preventative maintenance program
Orders and maintains adequate repair parts to facilitate timely repairs
Initiates as required and completes all work orders of repairs completed, parts used, and time expended
Performs other plumbing repairs as required
Performs other electrical repairs as required
Maintains all records and inspections as required by District, state and local regulations
Completes all training and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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- KITCHEN EQUIPMENT TECHNICIAN III, IB/GRADE 9 JOB CLASS_____
High School Diploma or G.E.D.
Five (5) years of successful experience in kitchen equipment repair
Basic knowledge of electrical and plumbing codes, and fire safety codes related to kitchen equipment installation and inspection
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- KITCHEN EQUIPMENT TECHNICIAN II, IB/GRADE 7 JOB CLASS_____
High School Diploma or G.E.D.
Three (3) years of successful experience in kitchen equipment repair
Basic knowledge of electrical and plumbing codes, and fire safety codes related to kitchen equipment installation and inspection

Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- KITCHEN EQUIPMENT TECHNICIAN I, IB/GRADE 5 JOB CLASS _____
High School Diploma or G.E.D.
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in this field
Experience in a diverse workplace



Effective:~~NEW:~~
7/1/2020
07/01/2019

Submitted:
3/19/2020
06/11/2019

JOB TITLE:	LEAD ASSISTANT NUTRITION SERVICES
DIVISION	OPERATION SERVICESACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IB, GRADE FS + APPROPRIATE INCREMENT
WORK YEAR:	185 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8108
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES
Assumes responsibility for cooperating with and the completion of all assigned tasks and supervisory tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Cooperates with supervisor and fellow assistants to ensure maximum efficiency of the assigned area and total program
Prepares food using standardized recipes and completes supporting documentation as directed by the supervisor
Assists in maintaining the highest safety, sanitation, personal appearance and hygiene standards
Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan
Demonstrates proper methods of storing foods and use and care of equipment
Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations
Maintains quality standards for the presentation and service of food in a pleasant environment
Assumes all responsibilities of the supervisor in their absence
Performs all other duties assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while standing or walking. 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, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Complete the Kentucky Department of Education Certification as a Food Service Employee within 40 days of employment
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful food service experience
Louisville Department of Public Health and Wellness Food Safety Certification
Experience in a diverse workplace

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



Effective:
7/1/2020

Submitted:
3/19/2020

JOB TITLE:	LEAD ASSISTANT NUTRITION SERVICES
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE FS + APPROPRIATE INCREMENT
WORK YEAR:	185 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8108
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES
Assumes responsibility for cooperating with and the completion of all assigned tasks and supervisory tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Cooperates with supervisor and fellow assistants to ensure maximum efficiency of the assigned area and total program
Prepares food using standardized recipes and completes supporting documentation as directed by the supervisor
Assists in maintaining the highest safety, sanitation, personal appearance and hygiene standards
Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan
Demonstrates proper methods of storing foods and use and care of equipment
Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations
Maintains quality standards for the presentation and service of food in a pleasant environment
Assumes all responsibilities of the supervisor in their absence
Performs all other duties assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while standing or walking. 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, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Complete the Kentucky Department of Education Certification as a Food Service Employee within 40 days of employment
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful food service experience
Louisville Department of Public Health and Wellness Food Safety Certification
Experience in a diverse workplace

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



JOB TITLE:	LIAISON HUMAN CAPITAL NUTRITION SERVICES
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

Effective: 3/20/2020 Submitted: 3/19/2020

SCOPE OF RESPONSIBILITIES
Acts as liaison between School and Community Nutrition Services (SCNS) administration and SCNS site-based employees. Manages SCNS human capital in coordination with JCPS Human Resources, SCNS administrators and school staff including recruitment, requisitioning positions, setting up interviews, completing recommendations for hire and SCNS onboarding of new employees. Manages and completes SCNS site-based employee evaluation processes and handles due process and discipline.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Serves as the SCNS point of contact to the appropriate Human Resources representative
Reviews and submits position requisition paperwork
Reviews vetted applicants in coordination with SCNS administration and site management prior to interviewing
Assists in the setting up of interviews including dates, times, locations, interview questions, scoring rubrics, and related items
Reviews and submits recommendations of SCNS to Human Resources
Connects SCNS employees to Human Resources services as needed
Assists division with Human Resources reports and information
Ensures all hiring policies and procedures are followed
Provides required initial training as directed to SCNS new hires
Collaborates with other SCNS administrators to identify training topics and assists to develop and deliver training as needed
Executes the Human Resources employee evaluation process, including monitoring initial probation, transfer and reassignment probation and annual summative evaluations
Collaborates with Human Resources, Employee Relations, and SCNS administrators to address SCNS employee performance and other issues in accordance with district requirements
Completes all training and other compliance requirements as assigned and by the designated deadline
Demonstrates effective oral and written communication of personnel rules and related procedures
Maintains security of confidential information and materials
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
This work is primarily sedentary, The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying or pushing or pulling of light objects. Employee must drive to schools and events.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Experience in Human Resources
Effective oral and written communication skills
Valid driver's license

DESIRABLE QUALIFICATIONS
Associate or Bachelor's Degree
Experience with reviewing, interviewing and onboarding job applicants
Experience in school food service
Experience in a diverse workplace



Effective: ~~NEW:~~
7/1/2020

Submitted:
3/19/2020

JOB TITLE:	LOCK LOCKSMITH
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW IB, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8400 -SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Repairs and rekeys locks; repairs and installs door closers; and repairs and installs panic hardware.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Opens and repairs locks on doors, cabinets, and safes using hand tools and specialized equipment
Repairs and installs cylindrical locks, mortise locks, panic devices and other door hardware
Sets up and installs BEST A2 and A4 interchangeable key systems and other regular master key systems
Duplicates keys by machine and hand fitting to existing lock cylinders and key systems
Sets up cylinders to fit existing keys and key systems
Assumes responsibility for truck, tools, and equipment that have been assigned and issued to perform work
Makes withdrawals for all material used from stock
~~Writes work orders on all work completed by the assigned helper~~
Assumes responsibility for own safety and the safety of others regarding the assigned job
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. 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 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-**LOCKSMITH- IB/GRADE 9** JOB CLASS _____

High School Diploma or G.E.D. ~~with four (4) years of experience in carpentry and/or lock work~~
~~Five (5) years of experience in lock work~~
~~Physically able to climb and work in high places on all types of scaffolds, ladders and lifts~~
~~Ability to climb and work in high places~~
Ability to read blueprints
Ability to install and repair all locks and door hardware
Ability to rekey locks
Ability to pick locks

Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Additional experience in this field
Completed apprenticeship program
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- LOCKSMITH TECHNICIAN II - IB/GRADE 7 JOB CLASS_____
High School Diploma or G.E.D.
Three (3) years of experience in lock work
Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in reading and following blueprints, drawings, schematics and diagrams
Completed apprenticeship program
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- LOCKSMITH TECHNICIAN I- IB/GRADE 5 JOB CLASS_____
High School Diploma or G.E.D.
Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Ability to read and follow blueprints, drawings, schematics, and diagrams
Experience in this field
Experience in a diverse workplace



Effective:
7/1/2020

Submitted:
3/19/2020

JOB TITLE:	LOCK SHOP
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Repairs and rekeys locks; repairs and installs door closers; and repairs and installs panic hardware.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Opens and repairs locks on doors, cabinets, and safes using hand tools and specialized equipment

Repairs and installs cylindrical locks, mortise locks, panic devices and other door hardware

Sets up and installs BEST A2 and A4 interchangeable key systems and other regular master key systems

Duplicates keys by machine and hand fitting to existing lock cylinders and key systems

Sets up cylinders to fit existing keys and key systems

Assumes responsibility for truck, tools, and equipment that have been assigned and issued to perform work

Makes withdrawals for all material used from stock

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

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. 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 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-**LOCKSMITH-TECHNICIAN III- IB/GRADE 9** JOB CLASS_____

High School Diploma or G.E.D.

Five years of experience in lock work

Physically able to climb and work in high places on all types of scaffolds, ladders and lifts

Experience in reading and following blueprints, drawings, schematics and diagrams

Ability to install and repair all locks and door hardware

Ability to rekey locks

Ability to pick locks

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Completed apprenticeship program

Experience in a diverse workplace

MINIMUM QUALIFICATIONS- LOCKSMITH TECHNICIAN II - IB/GRADE 7 JOB CLASS_____
--

High School Diploma or G.E.D.

Three (3) years of experience in lock work
--

Physically able to climb and work in high places on all types of scaffolds, ladders and lifts

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in reading and following blueprints, drawings, schematics and diagrams

Completed apprenticeship program

Experience in a diverse workplace

MINIMUM QUALIFICATIONS- LOCKSMITH TECHNICIAN I- IB/GRADE 5 JOB CLASS_____
--

High School Diploma or G.E.D.

Physically able to climb and work in high places on all types of scaffolds, ladders and lifts

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to read and follow blueprints, drawings, schematics, and diagrams

Experience in this field

Experience in a diverse workplace



Effective:
7/1/2020

Submitted:
3/19/2020

JOB TITLE:	TECHNICIAN III MECHANICAL MAINTENANCE
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW IB/GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW 8348
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Maintains, repairs, and replaces refrigeration, heating, ventilating, and air conditioning systems for the school District

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Maintains all boiler safety controls in a safe operating condition
Maintains, repairs, and replaces gas; gas/oil or oil fired burners
Maintains, repairs, and replaces all electrical/electronic components of heating and air conditioning equipment
Maintains, repairs, and replaces all chillers and associated controls
Maintains, repairs, and replaces all rooftop, central air condition units, heat pumps, and window type units
Repairs and rebuilds semi-hermetic reciprocating compressors and compressors for refrigeration machines
Maintains, repairs, and replaces all force air furnaces and unit heaters
Maintains, repairs, and replaces exhaust fans and related ventilating equipment
Replaces motors on unit ventilators, fan coils, and air handling equipment
Checks and maintains hot water heaters
Maintains, repairs, and replaces food service and refrigeration equipment
Completes accurate work orders with respect to labor and material used
Completes all training and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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- MECHANICAL JOURNEYMAN, IB/GRADE 11 JOB CLASS _____
High School Diploma or G.E.D.
Completed an apprenticeship or equivalent combination of experience and training
Three (3) Five (5) years of experience in commercial heating, air conditioning, and controls
Refrigeration Handling Certification Type I or Type II
Valid Kentucky HVAC Journeyman license
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Valid Kentucky HVAC Journeyman license
Knowledge of state and local heating codes
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- MECHANICAL TECHNICIAN III, IB/GRADE 9 JOB CLASS _____
High School Diploma or G.E.D.
Five-Three (35) years of experience in commercial heating, air conditioning, and controls
Refrigeration Handling Certification Type I or Type II
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Knowledge of state and local heating codes
Experience in a diverse workplace

~~Knowledge of state and local heating codes~~

MINIMUM QUALIFICATIONS- MECHANICAL TECHNICIAN II, IB/GRADE 7 JOB CLASS _____
High School Diploma or G.E.D.
Three (3) years of experience in commercial heating, air conditioning, and controls
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Knowledge of state and local heating codes
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- MECHANICAL TECHNICIANWORKER I, IB/GRADE 5 JOB CLASS _____
High School Diploma or G.E.D.
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of state and local heating codes
Experience in a diverse workplace



Effective: 7/1/2020 Submitted: 3/19/2020

JOB TITLE:	MECHANICAL MAINTENANCE
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Maintains, repairs, and replaces refrigeration, heating, ventilating, and air conditioning systems for the school District

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Maintains all boiler safety controls in a safe operating condition
Maintains, repairs, and replaces gas; gas/oil or oil fired burners
Maintains, repairs, and replaces all electrical/electronic components of heating and air conditioning equipment
Maintains, repairs, and replaces all chillers and associated controls
Maintains, repairs, and replaces all rooftop, central air condition units, heat pumps, and window type units
Repairs and rebuilds semi-hermetic reciprocating compressors and compressors for refrigeration machines
Maintains, repairs, and replaces all force air furnaces and unit heaters
Maintains, repairs, and replaces exhaust fans and related ventilating equipment
Replaces motors on unit ventilators, fan coils, and air handling equipment
Checks and maintains hot water heaters
Maintains, repairs, and replaces food service and refrigeration equipment
Completes accurate work orders with respect to labor and material used
Completes all training and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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- MECHANICAL JOURNEYMAN, IB/GRADE 11 JOB CLASS _____
High School Diploma or G.E.D.
Completed an apprenticeship or equivalent combination of experience and training
Five (5) years of experience in commercial heating, air conditioning, and controls
Refrigeration Handling Certification Type I or Type II
Valid Kentucky HVAC Journeyman license
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of state and local heating codes
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- MECHANICAL TECHNICIAN III, IB/GRADE 9 JOB CLASS_____
High School Diploma or G.E.D.
Five (5) years of experience in commercial heating, air conditioning, and controls
Refrigeration Handling Certification Type I or Type II
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Knowledge of state and local heating codes
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- MECHANICAL TECHNICIAN II, IB/GRADE 7 JOB CLASS_____
High School Diploma or G.E.D.
Three (3) years of experience in commercial heating, air conditioning, and controls
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Knowledge of state and local heating codes
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- MECHANICAL TECHNICIAN I, IB/GRADE 5 JOB CLASS_____
High School Diploma or G.E.D.
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Knowledge of state and local heating codes
Experience in this field
Experience in a diverse workplace



NEW:
07/17/2019
7/1/2020

Submitted:
07/16/2019
3/19/2020

JOB TITLE:	PAINTER/GLAZIER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, SEE BELOW GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW 8408
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs various tasks required in order to paint and/or glaze; may also be required to stripe parking lots.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Applies coats of paint, varnish, stain, enamel, lacquer, and epoxy to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings, and other structures

Smooths surfaces, using sandpaper, brushes, or steel wool, fills nail holes, cracks, and joints with putty, plaster, or other filler and removes old paint from surfaces, using paint remover, scraper, wire brush, or blowtorch to prepare surfaces for painting

Selects pre-mixed paints, or mixes required portions of pigment, oil thinning and drying substances to prepare paint that matches specified colors

Erects scaffolding or sets up ladders to perform tasks above ground level

Cuts and installs all types of glass and plastic in windows, doors, skylights, display cases, desk tops and mirrors

Grounds and bevels edges of glass

Cuts and installs aluminum window and door and side light framing as per specifications

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

Writes withdrawals on all materials used from stock

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. 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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS- PAINTER/GLAZIER, IB GRADE 7 Job class_____

High School Diploma or G.E.D.

Three (3) years of successful painting and/or glazing experience

Physically able to climb and work from high places on all types of scaffolds and ladders

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Additional experience in this field
Experience using all types of paint and paint equipment
Experience operating high pressure cleaning equipment
Experience cutting and fitting glass
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- TECHNICIAN I, IB GRADE 5 Job class_____
High School Diploma or G.E.D.
Physically able to climb and work from high places on all types of scaffolds and ladders
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Additional experience in this field
Experience in a diverse workplace



Effective: 7/1/2020
Submitted: 3/19/2020

JOB TITLE:	PAINTER/GLAZIER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs various tasks required in order to paint and/or glaze; may also be required to stripe parking lots.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Applies coats of paint, varnish, stain, enamel, lacquer, and epoxy to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings, and other structures

Smooths surfaces, using sandpaper, brushes, or steel wool, fills nail holes, cracks, and joints with putty, plaster, or other filler and removes old paint from surfaces, using paint remover, scraper, wire brush, or blowtorch to prepare surfaces for painting

Selects pre-mixed paints, or mixes required portions of pigment, oil thinning and drying substances to prepare paint that matches specified colors

Erects scaffolding or sets up ladders to perform tasks above ground level

Cuts and installs all types of glass and plastic in windows, doors, skylights, display cases, desk tops and mirrors

Grounds and bevels edges of glass

Cuts and installs aluminum window and door and side light framing as per specifications

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

Writes withdrawals on all materials used from stock

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. 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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS- PAINTER/GLAZIER TECHNICIAN II, IB GRADE 7 Job class _____

High School Diploma or G.E.D.

Three (3) years of successful painting and/or glazing experience

Physically able to climb and work from high places on all types of scaffolds, ladders and lifts

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience using all types of paint and paint equipment
Experience operating high pressure cleaning equipment
Experience cutting and fitting glass
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- PAINTER/GLAZIER TECHNICIAN I, IB GRADE 5 Job class_____
High School Diploma or G.E.D.
Physically able to climb and work from high places on all types of scaffolds, ladders and lifts
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in this field
Experience in a diverse workplace



Revised: ~~NEW:~~
7/1/2020
07/17/2019

Submitted:
3/19/2020
07/16/2019

JOB TITLE:	PLUMBING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW IB, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Performs maintenance and repairs on plumbing equipment and systems as required, maintains all steam, hot and chilled water piping, re-tubing boilers, steam kettles and variable pitch fans:
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Installs, repairs and maintains plumbing fixtures, garbage disposal unit, sewer plants, dishwashers, and water softeners
Assembles, installs, and repairs pipes, fittings, and fixtures of water, and drainage systems, according to specifications and plumbing codes and fills pipe system with water or air and reads pressure gauge to determine whether system is leaking
Studies building plans and working drawings to determine work aids required and sequence of installation
Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass, lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools
Maintains and repairs all heating and chilled water lines. Replaces relief valves and compression tanks on boilers and water heaters. Re-tubes boilers, weld (within code) boilers, pressure vessels and steam lines. Maintains and repairs all variable pitch fans. Repairs and replaces all heat exchangers. Re-nipples radiators and sectional boilers. Repacks, repairs, and replaces various steam traps. Replaces and/or repairs shafts, bearings and blower wheels and variable pitch fans on all air handling equipment
Cuts openings in walls and floors to accommodate pipe fittings, using hand tools and power tools
Cuts and threads pipe, using pipe cutters, cutting torch, and pipe threading machine
Fills out withdrawals on all material used from stock
Assumes responsibility for personal safety and the safety of others regarding the assigned job
Assumes responsibility for care and operation of tools, vehicle and equipment assigned to employee
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs all other duties as assigned by supervisor
PHYSICAL DEMANDS
The work is performed while standing or walking. 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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.
MINIMUM QUALIFICATIONS- PLUMBER- IB, GRADE 11 JOB CLASS _____
High School Diploma or G.E.D.
Five (5) Three (3) years of successful experience in plumbing and/or servicing fire extinguishing equipment extinguisher equipment
Basic knowledge of plumbing and/or fire codes
Valid driver's license
Louisville and/or Jefferson County plumbing license
Effective communication skills
DESIRABLE QUALIFICATIONS
Additional experience in this field
Experience in reading and following blueprints, diagrams and schematics

Experience in a diverse workplace

MINIMUM QUALIFICATIONS-PLUMBING TECHNICIAN III - IB, GRADE 9 JOB CLASS_____

High School Diploma or G.E.D.

Five (5) years of successful experience in plumbing and/or servicing extinguishing equipment

Basic knowledge of plumbing and/or fire codes

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Additional experience in this field

Experience reading and following blueprints, drawings, schematics, and diagrams

Experience in a diverse workplace

MINIMUM QUALIFICATIONS- PLUMBING TECHNICIAN II –IB, GRADE 7 JOB CLASS_____

High School Diploma or G.E.D.

Three (3) years of successful experience in plumbing and or servicing extinguishing equipment

Basic knowledge of plumbing and/or fire codes

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Additional experience in this field

Experience in reading and following blueprints, diagrams and schematics

Experience in a diverse workplace

MINIMUM QUALIFICATIONS- PLUMBING TECHNICIAN I - IB, GRADE 5 JOB CLASS_____

High School Diploma or G.E.D.

Three (3) years of successful experience in plumbing and/or servicing extinguishing equipment

Basic knowledge of plumbing and/or fire codes

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Additional experience in this field

Experience reading and following blueprints, drawings, schematics, and diagrams

Experience in a diverse workplace



Effective:
7/1/2020

Submitted:
3/19/2020

JOB TITLE:	PLUMBING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Performs maintenance and repairs on plumbing equipment and systems as required, maintains all steam, hot and chilled water piping, re-tubing boilers, steam kettles and variable pitch fans
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Installs, repairs and maintains plumbing fixtures, garbage disposal unit, sewer plants, dishwashers, and water softeners
Assembles, installs, and repairs pipes, fittings, and fixtures of water, and drainage systems, according to specifications and plumbing codes and fills pipe system with water or air and reads pressure gauge to determine whether system is leaking
Studies building plans and working drawings to determine work aids required and sequence of installation
Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass, lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools
Maintains and repairs all heating and chilled water lines. Replaces relief valves and compression tanks on boilers and water heaters. Re-tubes boilers, weld (within code) boilers, pressure vessels and steam lines. Maintains and repairs all variable pitch fans. Repairs and replaces all heat exchangers. Re-nipples radiators and sectional boilers. Repacks, repairs, and replaces various steam traps. Replaces and/or repairs shafts, bearings and blower wheels and variable pitch fans on all air handling equipment
Cuts openings in walls and floors to accommodate pipe fittings, using hand tools and power tools
Cuts and threads pipe, using pipe cutters, cutting torch, and pipe threading machine
Fills out withdrawals on all material used from stock
Assumes responsibility for personal safety and the safety of others regarding the assigned job
Assumes responsibility for care and operation of tools, vehicle and equipment assigned to employee
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs all other duties as assigned by supervisor
PHYSICAL DEMANDS
The work is performed while standing or walking. 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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.
MINIMUM QUALIFICATIONS- PLUMBER- IB, GRADE 11 JOB CLASS_____
High School Diploma or G.E.D.
Five (5) years of successful experience in plumbing and/or servicing fire extinguishing equipment
Basic knowledge of plumbing and/or fire codes
Valid driver's license
Louisville and/or Jefferson County plumbing license
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in reading and following blueprints, drawings, schematics and diagrams
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- PLUMBING TECHNICIAN III - IB, GRADE 9 JOB CLASS _____
High School Diploma or G.E.D.
Five (5) years of successful experience in plumbing and/or servicing extinguishing equipment
Basic knowledge of plumbing and/or fire codes
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience reading and following blueprints, drawings, schematics and diagrams
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- PLUMBING TECHNICIAN II -IB, GRADE 7 JOB CLASS _____
High School Diploma or G.E.D.
Three (3) years of successful experience in plumbing and or servicing extinguishing equipment
Basic knowledge of plumbing and/or fire codes
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Additional experience in this field
Experience in reading and following blueprints, drawings, schematics and diagrams
Experience in a diverse workplace

MINIMUM QUALIFICATIONS- PLUMBING TECHNICIAN I - IB, GRADE 5
High School Diploma or G.E.D.
Basic knowledge of plumbing and/or fire codes
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in this field
Ability to read and follow blueprints, drawings, schematics, and diagrams
Experience in a diverse workplace



Effective:
7/1/2020

Submitted:
3/19/2020

JOB TITLE:	ROOFING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/ GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	SEE BELOW
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Repairs roof and flashing. Repairs gutters and downspouts. Sheet metal fabrication.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Repairs roofs, gutters, downspouts, and flashing

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

Fills out withdrawals on all materials used from stock

Writes work orders on all work performed by roofer

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

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. 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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS-**ROOFING TECHNICIAN III, IB/GRADE9** JOB CLASS_____

High School Diploma or G.E.D.

Five (5) years of successful experience in roofs and sheet metal

Knowledge of all types of roof installation and repairs

Knowledge of sheet metal fabrication and installation

Ability to set up and operate sheet metal equipment

Physically able to climb and work in high places on all types of scaffolds, ladders and lifts

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Completed apprenticeship program

Experience in a diverse workplace

MINIMUM QUALIFICATIONS- ROOFING TECHNICIAN II, IB/GRADE7 JOB CLASS_____
High School Diploma or G.E.D.
Three (3) years of successful experience in roofs and sheet metal
Knowledge of all types of roof installation and repairs
Knowledge of sheet metal fabrication and installation
Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in a diverse workplace

MINIMUM QUALIFICATIONS-- ROOFING TECHNICIAN I, IB/GRADE 5 JOB CLASS_____
High School Diploma or G.E.D.
Physically able to climb and work in high places on all types of scaffolds, ladders and lifts
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in this field
Experience in a diverse workplace



Effective: 7/1/2020
Submitted: 3/19/2020

JOB TITLE:	TRAINER NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES
Provides training in all areas of program operation to school based nutrition service staff members to ensure that federal, state and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; communicates with central office administrators about needed operational revisions; and supervises and participates in food preparation and service in the absence of experienced management staff. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides training to staff on maintaining a financially sound operation including optimum use of all resources and implementation of all department policies and procedures
Monitors and communicates employee training needs with central office administrators
Conducts training with staff that positively impacts foodservice operations and meets local, state and federal requirements
Provides leadership to school nutrition staff that promotes team effectiveness and productivity
Participates in all scheduled professional development training to meet local, state and federal training requirements
Implements customer service techniques and pilot projects to promote satisfaction and increase program participation
Supervises and participates in meal preparation and service when experienced managerial staff are not available
Follows district policies related to equipment operation, safety, and maintenance practices
Follows federal, state and local guidelines and regulations for addressing special dietary needs in the school nutrition program
Performs other duties as assigned by the designated supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. 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, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Successful food service experience, preferably in USDA National School Lunch and Breakfast Programs
Complete Kentucky Department of Education certification as a food service employee within 40 days of employment.
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in Jefferson County School and Community Nutrition Services operation
Louisville Department of Public Health and Wellness food safety certification.
School Nutrition Association (SNA) Certificate or Credential
Experience in a diverse workplace
FOOTNOTE
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.