



REVISED:  
05/26/2021  
06/08/2022

Submitted:  
05/25/2021  
06/07/2022

JOB TITLE:	GROUNDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8960, 8961, 8962
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

MINIMUM QUALIFICATIONS - GROUNDSWORKER **II**, IB/GRADE 5 JOB CLASS 8960

High School Diploma or G.E.D.

Valid driver's license and CDL Class A

Five (5) years of experience in grounds or related field

**Experience moving and operating heavy equipment**

Effective communication skills

MINIMUM QUALIFICATIONS- GROUNDSWORKER II, IB/GRADE 4 JOB CLASS 8962

High School Diploma or G.E.D
Valid driver's license and must obtain CDL Class A license within 90 days of hire
Three (3) years of experience in grounds or related field
Effective Communication Skills
MINIMUM QUALIFICATIONS- GROUNDWORKER I , IB/GRADE 3 JOB CLASS 8961
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
DESIRABLE QUALIFICATIONS
Experience in <del>snow removal</del> this field
Experience in a diverse workplace



REVISED: 06/08/2022  
Submitted: 06/07/2022

JOB TITLE:	GROUNDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8960, 8961, 8962
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

MINIMUM QUALIFICATIONS - GROUNDWORKER III, IB/GRADE 5 JOB CLASS 8960

High School Diploma or G.E.D.

Valid driver's license and CDL Class A

Five (5) years of experience in grounds or related field

Experience moving and operating heavy equipment

Effective communication skills

MINIMUM QUALIFICATIONS- GROUNDWORKER II, IB/GRADE 4 JOB CLASS 8962

High School Diploma or G.E.D.

Valid driver's license and must obtain CDL Class A license within 90 days of hire
Three (3) years of experience in grounds or related field
Effective Communication Skills
MINIMUM QUALIFICATIONS- GROUNDWORKER I , IB/GRADE 3 JOB CLASS 8961
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

DESIRABLE QUALIFICATIONS
Experience in this field
Experience in a diverse workplace



NEW: 06/08/2022 Submitted: 06/07/2022

JOB TITLE:	LEAD PLUMBER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAE

#### SCOPE OF RESPONSIBILITIES

Assists the supervisor and coordinates activities of employees in field assignment. Performs maintenance of all plumbing, hot and cold water piping. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists supervisor in planning, organizing and scheduling plumbing activities
- Provides direction and guidance while performing maintenance assignments
- Assures safety precautions are observed in and around work area and that all plumbing equipment is operating in an efficient and save manner
- Maintains accurate work orders reflecting time and materials used, as well as ensuring accuracy of plumbers and technicians work orders
- Implements production schedules and records worker-hour requirements for completion of job assignments
- Assists with enforcement of policies and regulations especially safety regulations
- Interprets specifications, blueprints, and job orders to workers, and assigns duties
- Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment
- Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes, and helps resolve work problems
- Trains workers new to field of assignment
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned 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, 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 temperatures and humidity, driving automotive equipment and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

- KY Plumbing license
- High School Diploma or G.E.D.
- Three (3) years of successful experience in field of assignment

Ability to supervise
Knowledge of basic codes, standards, and operations required by field of assignment
Valid driver's license
Effective communication skills
<b>DESIRABLE QUALIFICATIONS</b>
Experience in a diverse workplace



**NEW:** Revised  
07/17/2019  
06/08/2022

Submitted:  
07/16/2019  
06/07/2022

JOB TITLE:	SPECIALIST TRANSPORTATION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8292
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Manages and coordinates District transportation objectives for all students identified as transported by pupil attendance records. Supervises and manages transportation services. Provides communication with parents, community representatives and general public.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages and supervises the day-to-day operations of pupil transportation services

Approves transportation routes and bus stops in cooperation with school staffs and Area Coordinators

Responsible for the administration and supervision of all aspects of assigned area compound operations

Resolves transportation issues with parents, public, and District administrators

Provides effective communication with parents, students, community organizations, news media and District personnel

Manages, supervises and evaluates assigned staff

Prepares budget proposals and monitors expenditures

Responsible for reports, projections, and planning in all aspects of transportation services

Evaluates staff as assigned

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 primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires bending, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Three (3) years of supervisory experience ~~in pupil transportation~~

Three (3) years of experience in public transportation ~~bus routing~~ activities, supply chain or logistics

Demonstrated ability in working with school staffs and the public

Valid driver's license

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Bachelor's degree
Knowledge of school system policies and procedures
Knowledge of federal, state and District Pupil Transportation <del>regulations and</del> guidelines
Experience in a diverse workplace





Revised  
06/08/2022

Submitted:  
06/07/2022

JOB TITLE:	SPECIALIST TRANSPORTATION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8292
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Manages and coordinates District transportation objectives for all students identified as transported by pupil attendance records. Supervises and manages transportation services. Provides communication with parents, community representatives and general public.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages and supervises the day-to-day operations of pupil transportation services

Approves transportation routes and bus stops in cooperation with school staffs and Area Coordinators

Responsible for the administration and supervision of all aspects of assigned area compound operations

Resolves transportation issues with parents, public, and District administrators

Provides effective communication with parents, students, community organizations, news media and District personnel

Manages, supervises and evaluates assigned staff

Prepares budget proposals and monitors expenditures

Responsible for reports, projections, and planning in all aspects of transportation services

Evaluates staff as assigned

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 primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires bending, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Three (3) years of supervisory experience

Three (3) years of experience in public transportation activities, supply chain or logistics

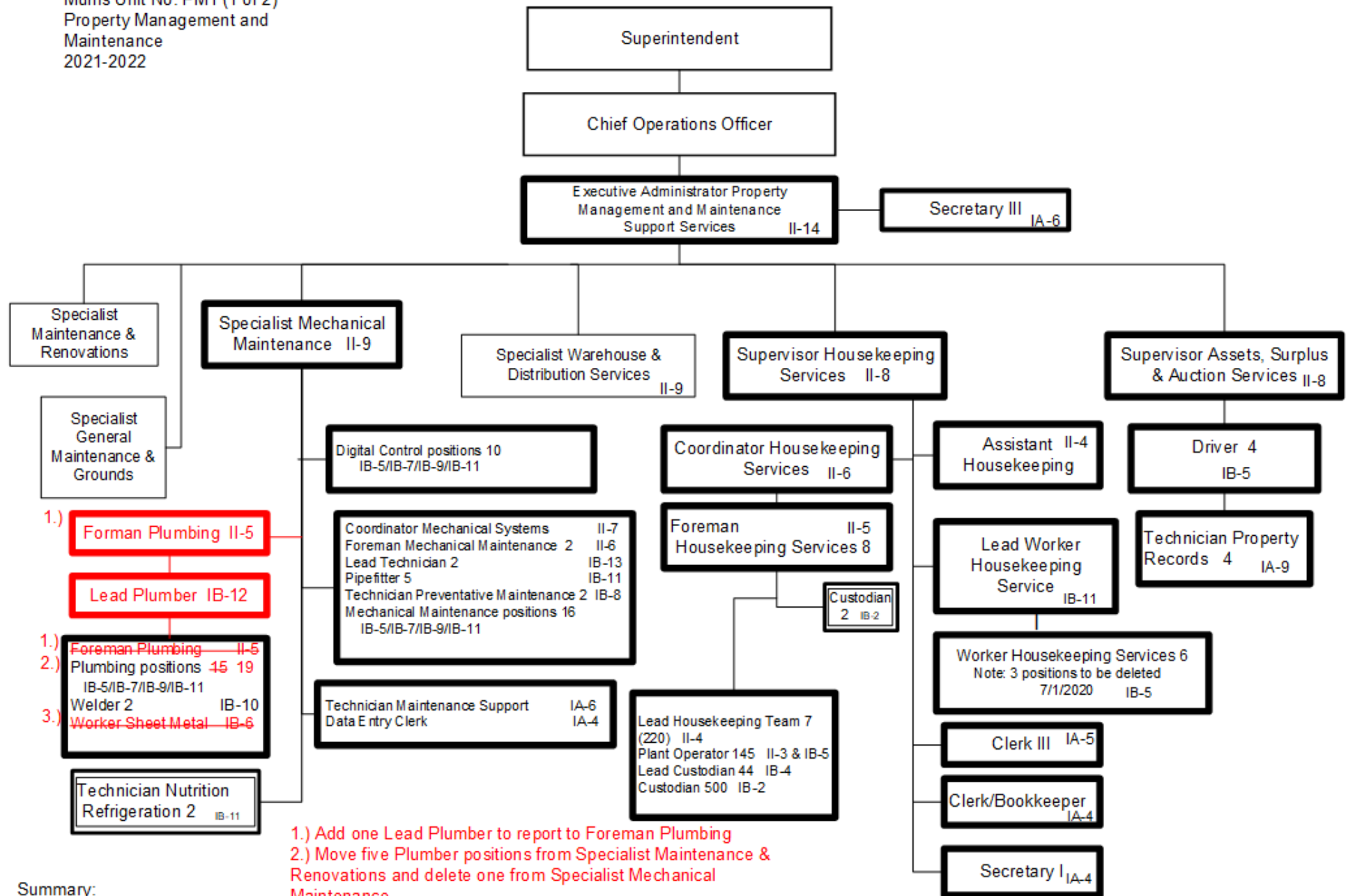
Demonstrated ability in working with school staffs and the public

Valid driver's license

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Bachelor's degree
Knowledge of school system policies and procedures
Knowledge of federal, state and District Pupil Transportation guidelines
Experience in a diverse workplace



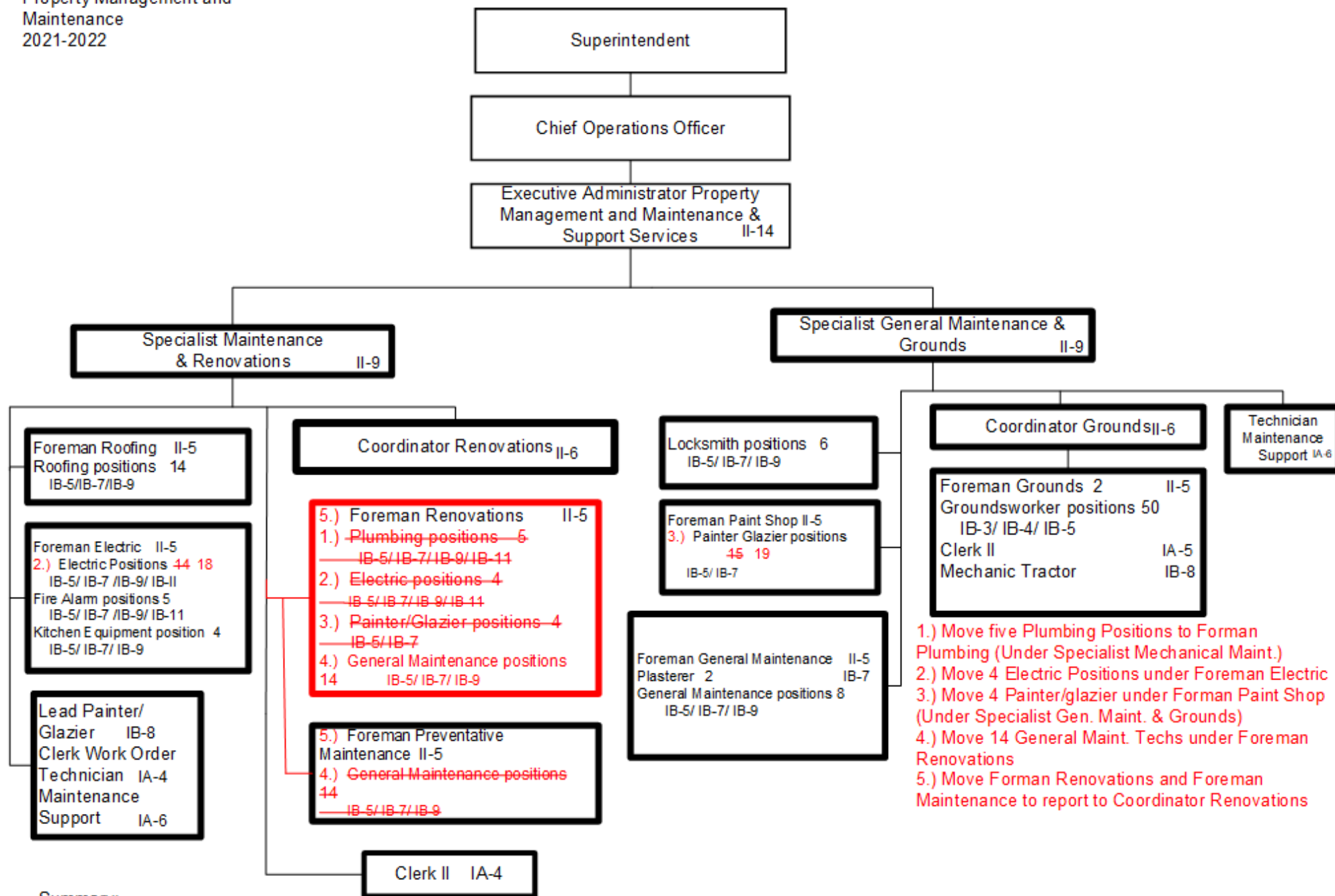
Summary:  
General Fund Positions: ~~788~~ 791  
Categorical Fund Positions: 4

- 1.) Add one Lead Plumber to report to Foreman Plumbing
- 2.) Move five Plumber positions from Specialist Maintenance & Renovations and delete one from Specialist Mechanical Maintenance
- 3.) Delete Worker Sheet Metal position

H-5 (1 of 2)

Submitted ~~12/14/2021~~ 06/07/2022  
Effective ~~12/15/2021~~ 07/01/2022

Submitted 06/07/2022  
Effective 07/01/2022



Summary:

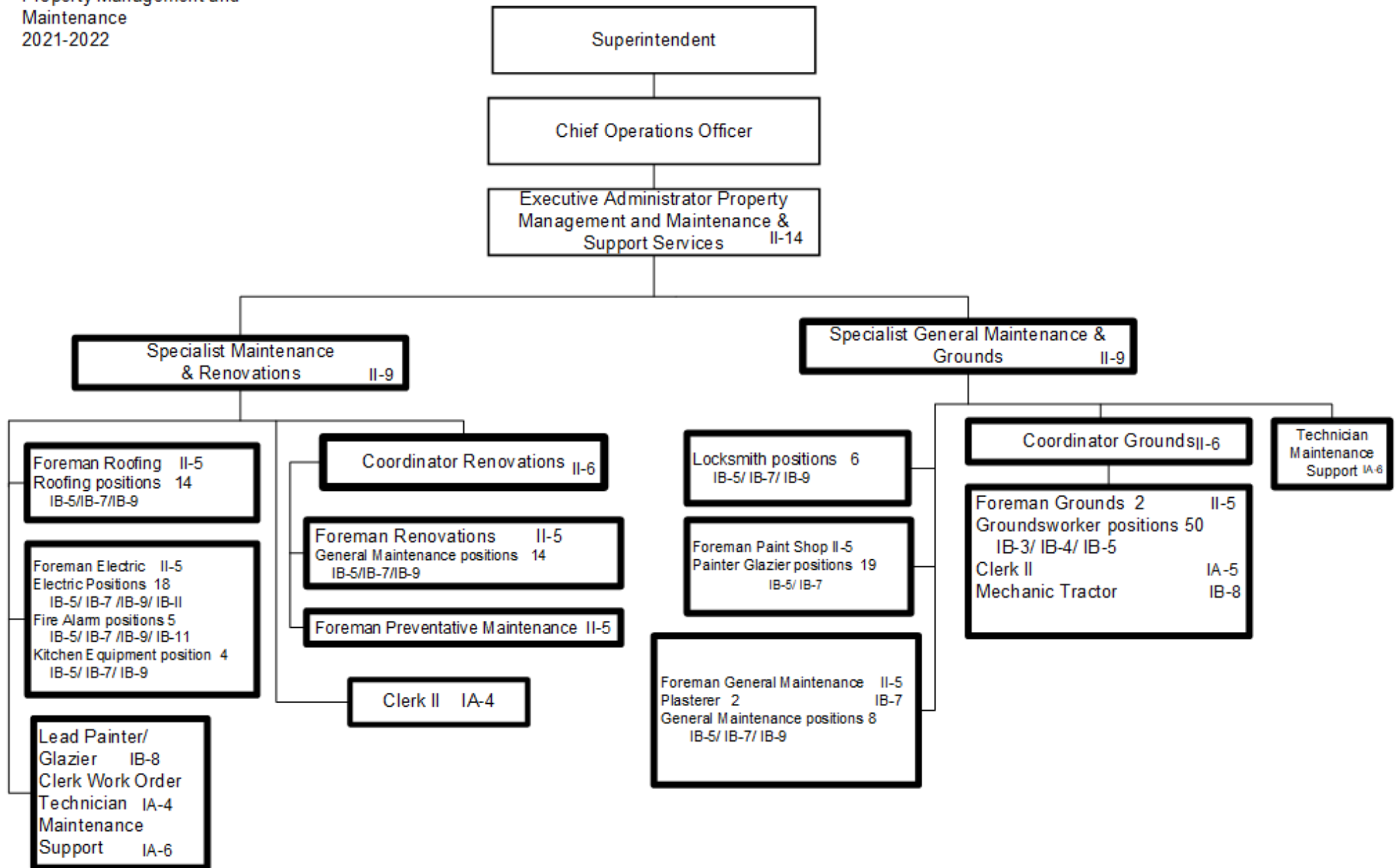
General Fund Positions: ~~165~~ 160

Categorical Fund Positions: 0

H-5 (2 of 2)

Submitted ~~10/05/2021~~ 06/07/2022

Effective ~~10/06/2021~~ 07/01/2022



Summary:  
General Fund Positions: 160  
Categorical Fund Positions: 0