



NEW: REVISED

05/08/2024

07/01/2020

Submitted:

05/07/2024

03/19/2020

JOB TITLE:	DIGITAL CONTROL
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	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
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

**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.~~

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from

temperature changes or atmospheric conditions either inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): driving. The

following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

### MINIMUM QUALIFICATIONS

#### MINIMUM QUALIFICATIONS – DIGITAL CONTROL JOURNEYMAN, IB/GRADE ~~11~~12 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 8211

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 8213

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 8216

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  
05/08/2024

Submitted:  
05/07/2024

JOB TITLE:	DIGITAL CONTROL
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	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
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

**PHYSICAL DEMANDS**

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): driving. The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

**MINIMUM QUALIFICATIONS**

<b>MINIMUM QUALIFICATIONS – DIGITAL CONTROL JOURNEYMAN, IB/GRADE 12 JOB CLASS _____</b>
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

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

<b>MINIMUM QUALIFICATIONS- DIGITAL CONTROL TECHNICIAN III-IB/GRADE 9 JOB CLASS 8211</b>
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

<b>DESIRABLE QUALIFICATIONS</b>
Advanced training in direct digital control
Experience in a diverse workplace

<b>MINIMUM QUALIFICATIONS- DIGITAL CONTROL TECHNICIAN II-IB/GRADE 7 JOB CLASS 8213</b>
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

<b>DESIRABLE QUALIFICATIONS</b>
Advanced training in direct digital control
Experience in a diverse workplace

<b>MINIMUM QUALIFICATIONS- DIGITAL CONTROL TECHNICIAN I-IB/GRADE 5 JOB CLASS 8216</b>
High School Diploma or G.E.D
Skill in reading blueprints and temperature control diagrams
Valid driver's license
Effective communication skills

<b>DESIRABLE QUALIFICATIONS</b>
Experience in a diverse workplace
Experience in this field



JOB TITLE:	FIRE ALARM
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8694
BARGAINING UNIT:	CLAE

~~NEW:~~ REVISED: Submitted:  
 05/08/2024 05/07/2024  
 07/01/2020 03/19/2020

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
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
<p><del>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.</del></p> <p>This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.</p> <p>This position requires the following physical activities rarely (up to 25% of the workweek): driving. The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing, crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling,</p>

grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

**MINIMUM QUALIFICATIONS**

----- MINIMUM QUALIFICATIONS-CERTIFIED FIRE ALARM, IB/GRADE ~~11~~ 12 JOB CLASS 8694 -----

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 8695 -----

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 8697 -----

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 8706 -----

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

**DESIRABLE QUALIFICATIONS**

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

<b>Footnote</b>
High School Diploma or G.E.D.





JOB TITLE:	FIRE ALARM
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8694
BARGAINING UNIT:	CLAE

REVISED: 05/08/2024      Submitted: 05/07/2024

**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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

**PHYSICAL DEMANDS**

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

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**MINIMUM QUALIFICATIONS**

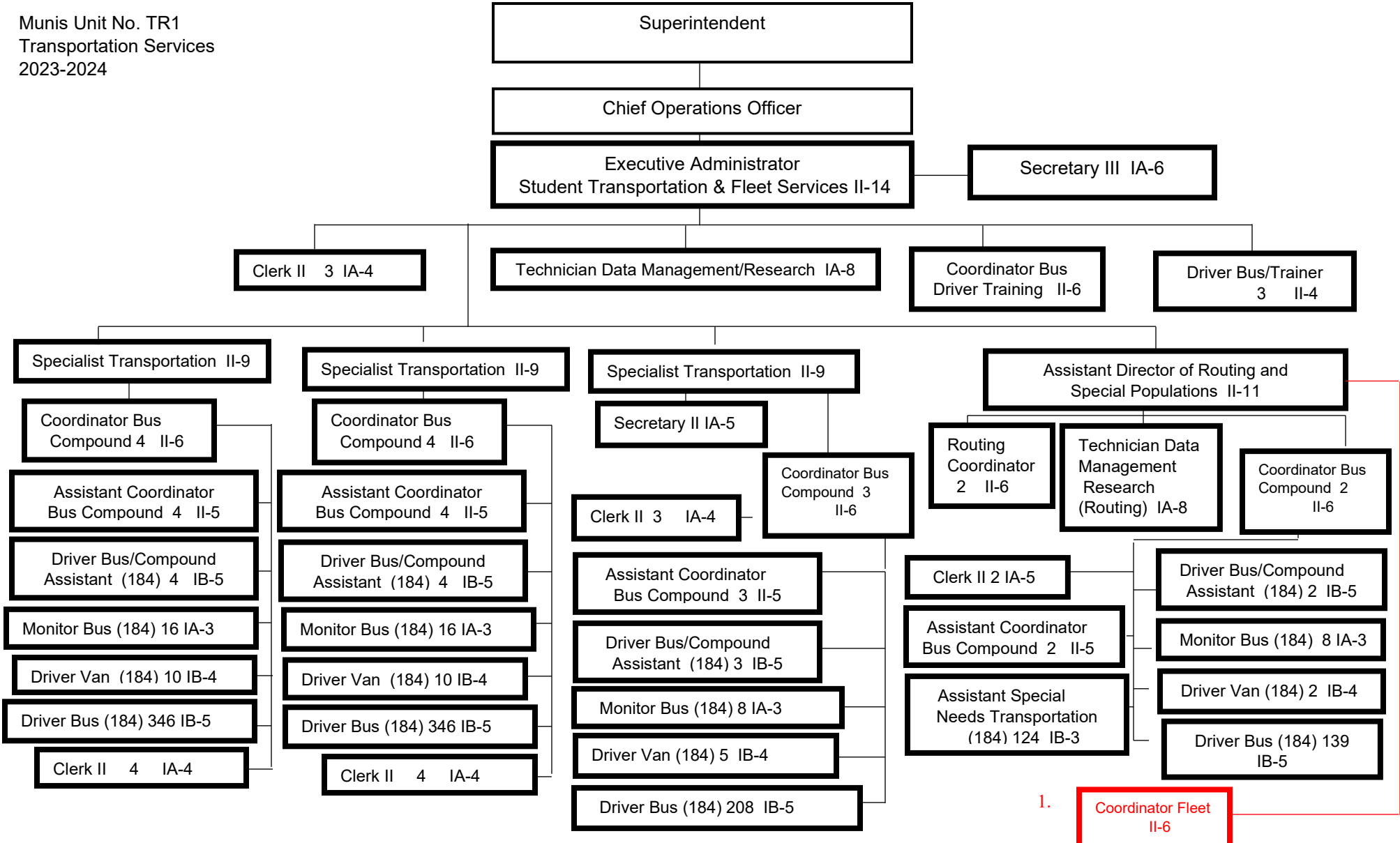
----- MINIMUM QUALIFICATIONS-CERTIFIED FIRE ALARM, IB/GRADE 12 JOB CLASS 8694 -----

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 8695 -----
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 QUALIFIDATIONS- FIRE ALARM TECHNICIAN II, IB/GRADE 7 JOB CLASS 8697 -----
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 8706 -----
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
<b>DESIRABLE QUALIFICATIONS</b>
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

Footnote

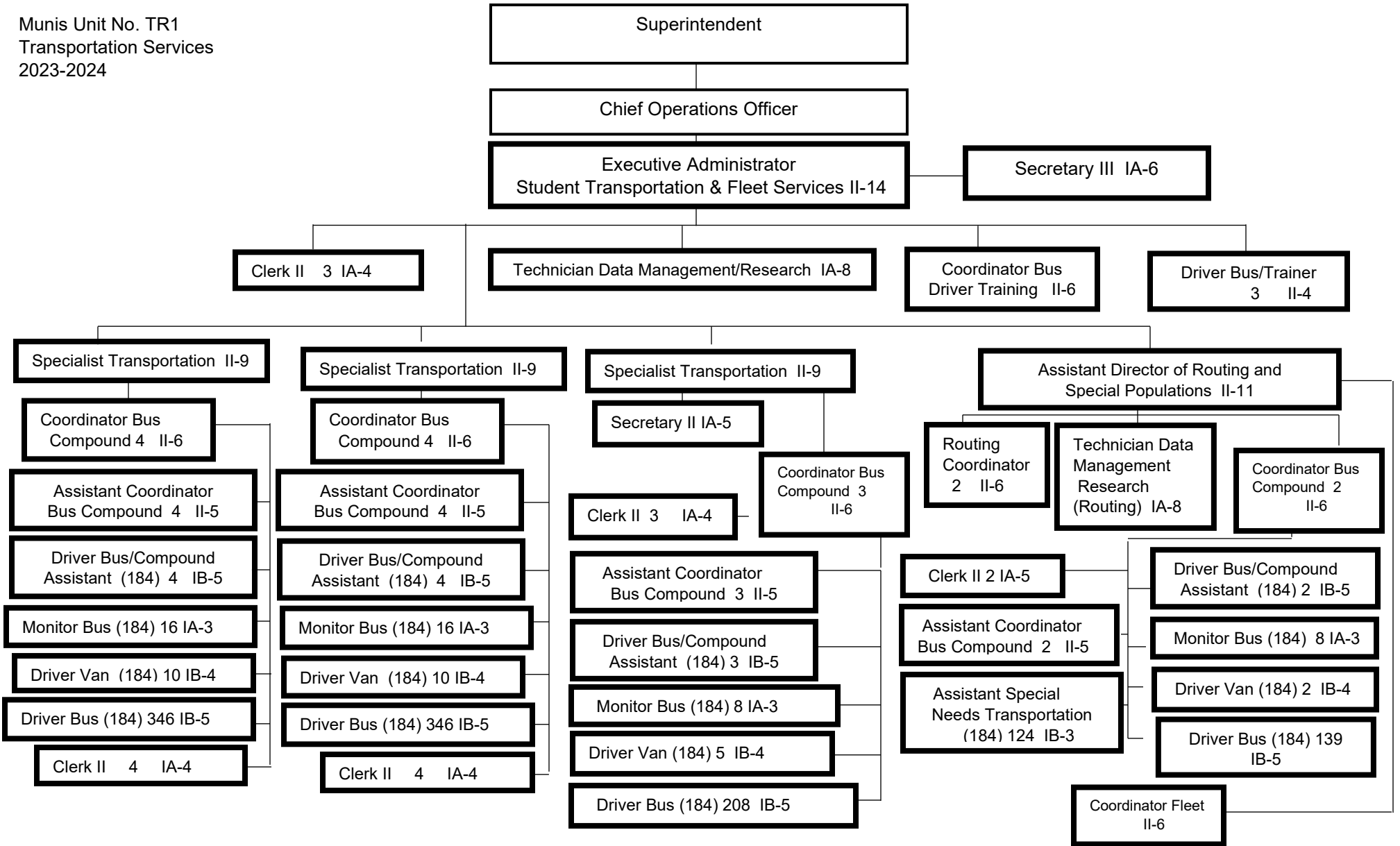
High School Diploma or G.E.D.



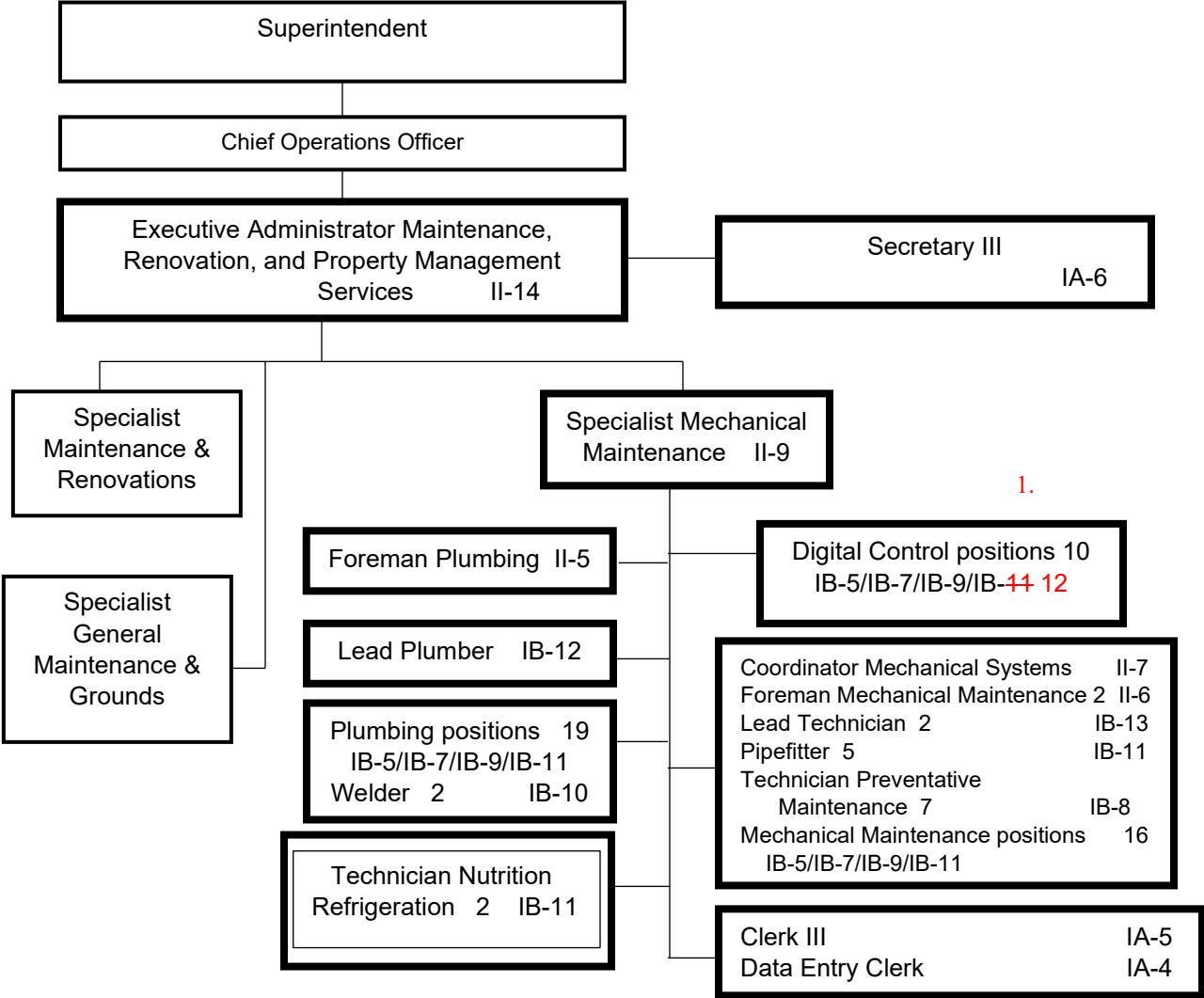
1. Add Coordinator Fleet

Summary:  
 General Fund Positions: ~~4344~~ 1312  
 Categorical Fund Positions: 0

Submitted: ~~01/23/2024~~ 05/07/2024  
 Effective: ~~01/24/2024~~ 05/08/2024



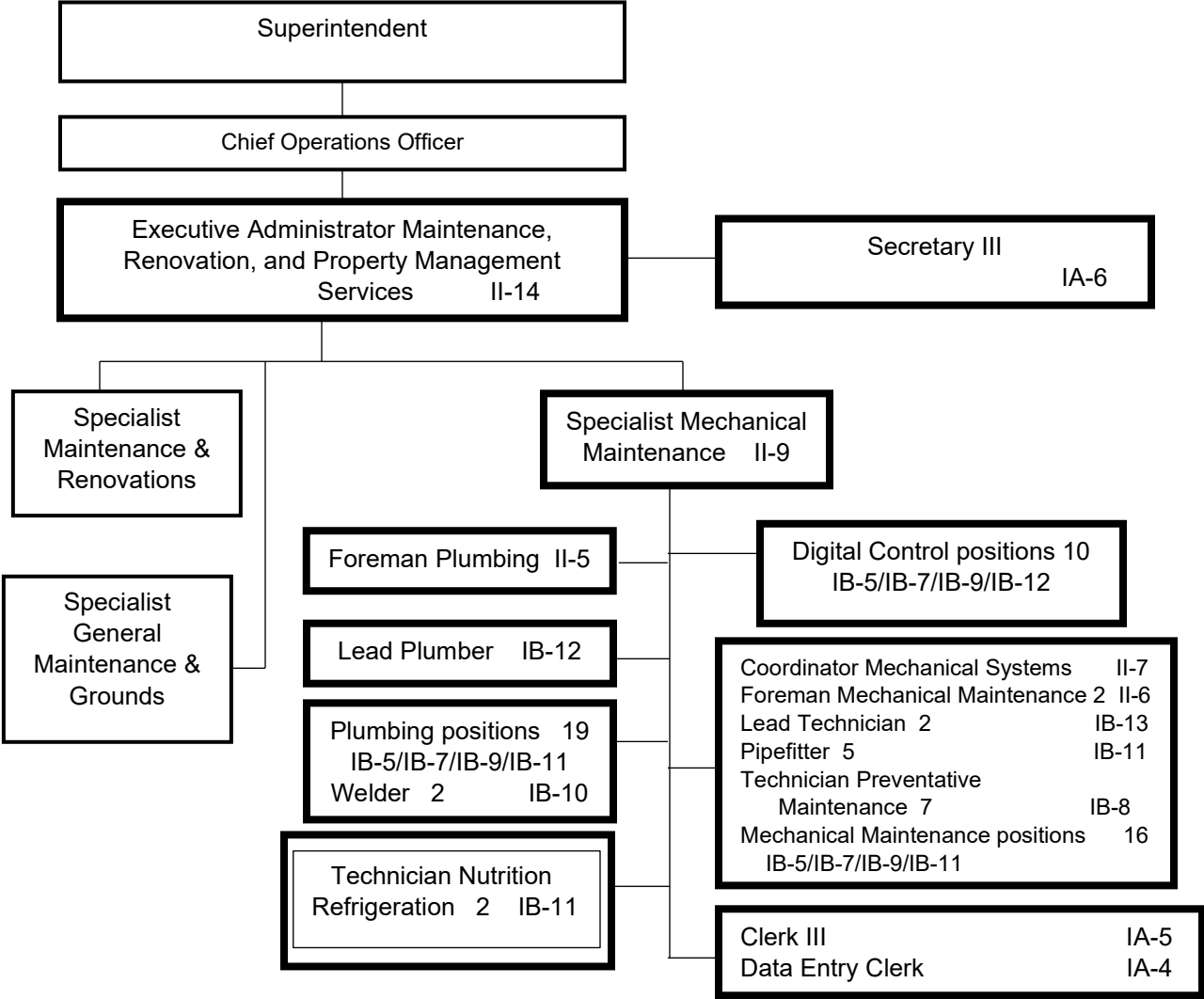
Summary:  
 General Fund Positions: 1312  
 Categorical Fund Positions: 0



1. Change Salary Grade from 11 to 12.

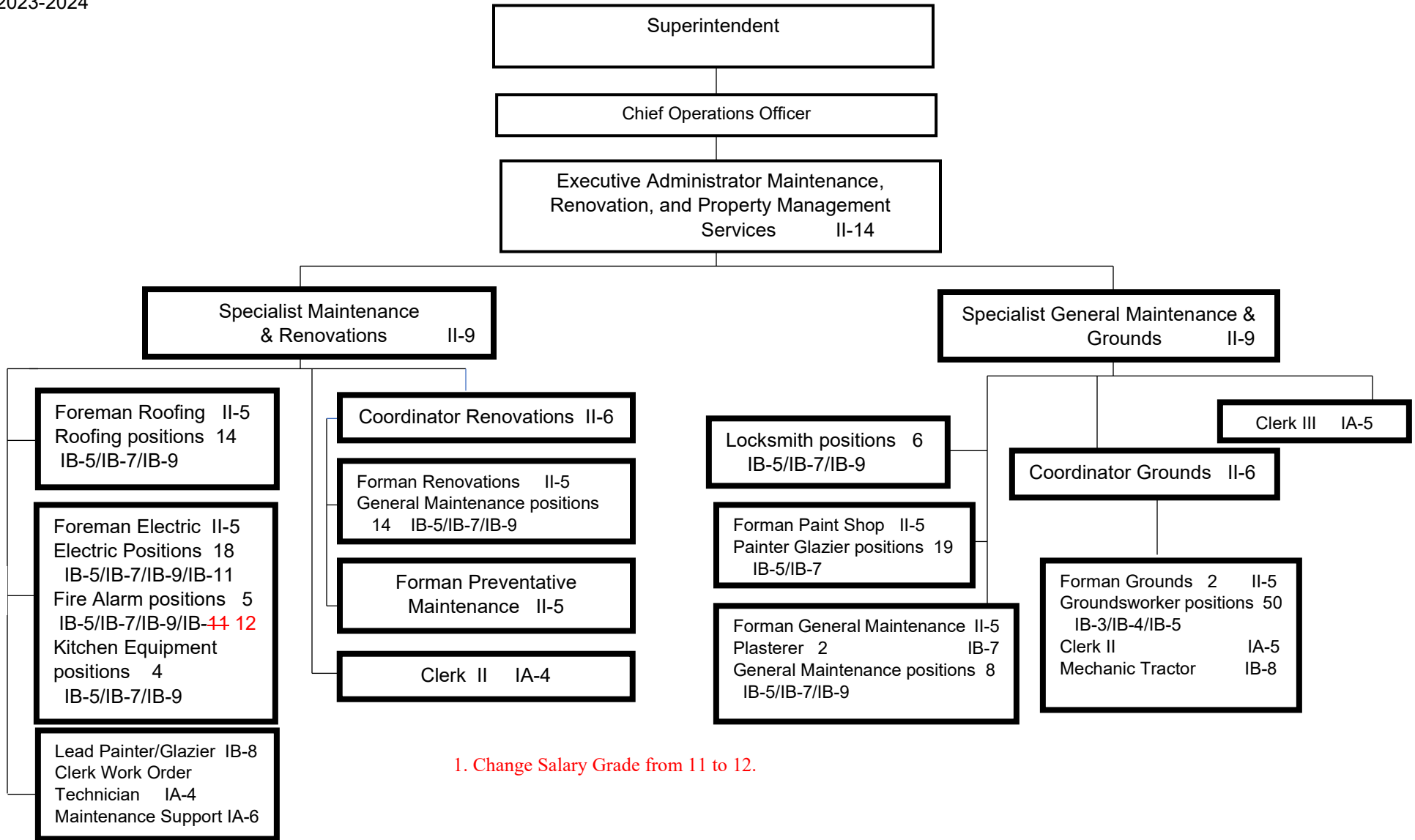
Summary:

General Fund Positions: 74  
 Categorical Fund Positions: 3



Summary:

General Fund Positions: 74  
 Categorical Fund Positions: 3

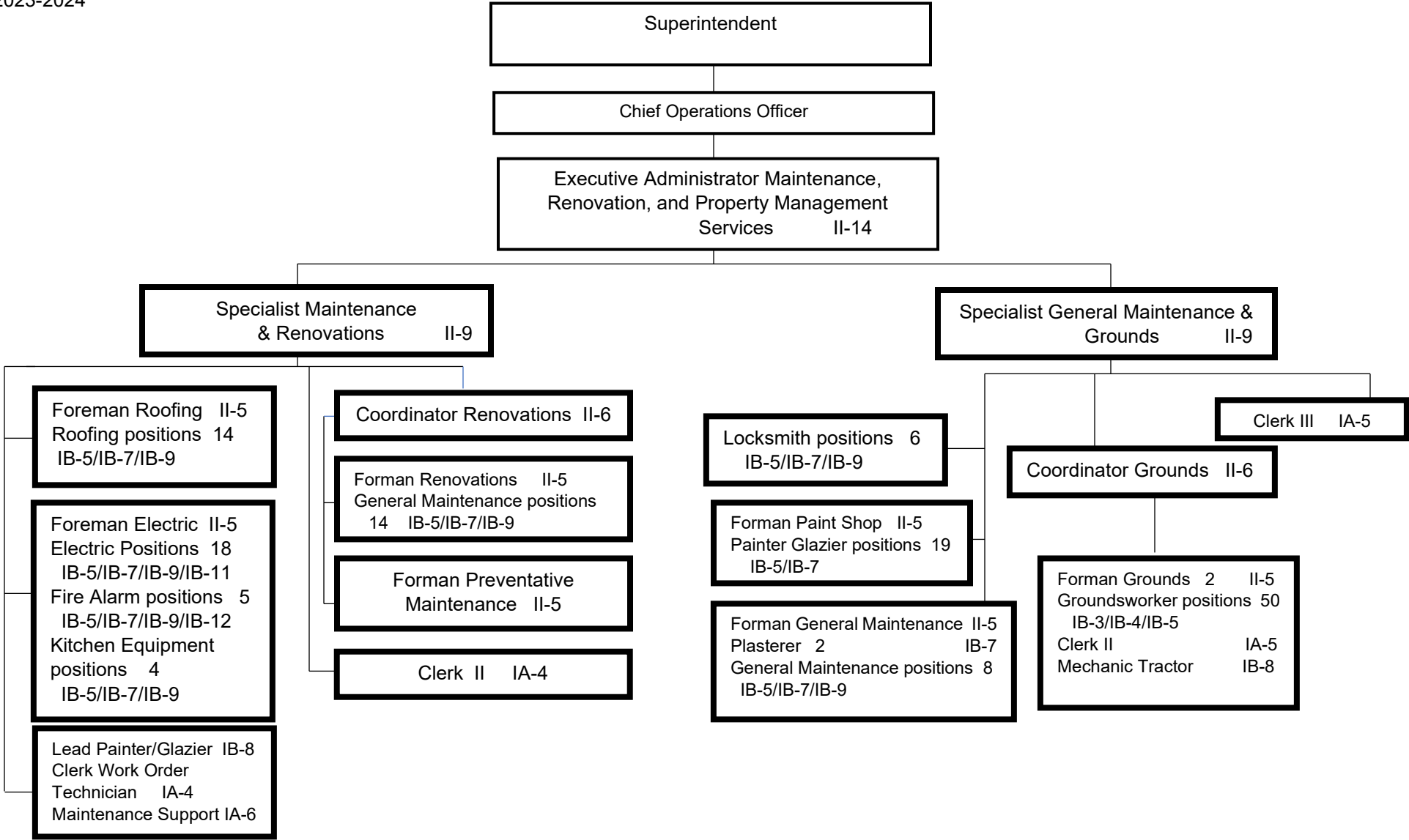


1. Change Salary Grade from 11 to 12.

Summary:

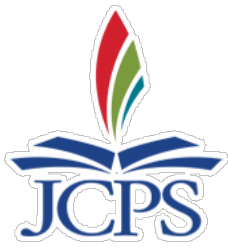
General Fund Positions: 159  
 Categorical Fund Positions: 0





Summary:

General Fund Positions: 159  
 Categorical Fund Positions: 0



NEW: 05/29/2024      Submitted: 05/28/2024

JOB TITLE:	COORDINATOR FLEET
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Coordinates aspects of non-school bus pupil transportation throughout the school District. Requirements include all District programs which qualify students for transportation.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Coordinates and supervises all aspects of pupil fleet transportation to ensure safe and economical fleet transportation of District students to and from school on a daily basis

Develops, implements, and updates District fleet route system

Assigns, supervises and evaluates regular and substitute employees in the area assigned to ensure all scheduled fleet routes are completed daily

Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Driver's License

Oversees daily fleet operations and coordinates with compound staff in proficient use of District computer programs

Evaluates and makes recommendations to assist with districtwide decision-making concerning school closure and early dismissal due to inclement weather and other emergencies

Coordinates scheduling of non-school bus fleet for maintenance to ensure safe transportation for District students

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

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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on district needs

**PHYSICAL DEMANDS**

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities occasionally (up to 50% of the workweek): driving, balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in pupil transportation activities

Valid driver's license

Effective written and verbal communication skills

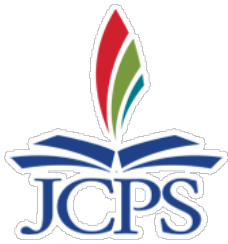
Ability to develop and utilize computer data for transportation

#### DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation guidelines

Experience in a diverse workplace



**NEW**

**REVISED:**

**07/01/2024**

**05/08/2024**

Submitted:

**03/28/2023**

**05/07/2024**

JOB TITLE:	COORDINATOR TRAFFIC
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAE

**SCOPE OF RESPONSIBILITIES**

Assist the district by working with schools, facilities, municipalities, class cities, city officials, neighborhood associations and community stakeholders to develop safe and efficient traffic patterns surrounding JCPS properties

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assess site plans and produce renderings of site maps
- Work with administration on evaluation and selection of site traffic plan
- Collaborate with schools and facilities on traffic flow
- Reviews and approves warehouse products for District traffic use
- Develops and delivers training for staff with newly selected traffic plans
- Enforces PPE and safety requirements
- Collaborates with Maintenance and Facilities Planning to ensure compliance with MUTCD
- Revises and updates existing traffic plans
- Conducts onsite traffic evaluations
- Works with community organizations (Safe kids, Safe routes to school)
- Develops and Manages relationships with key stakeholders (schools, facilities, municipalities, class cities, city officials, neighborhood and associations)
- Assists other JCPS Departments, Principals, Directors and employees as needed
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

This work is conducted in an office setting, school-based setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., and pushing up to 20 lbs. Feeling, grasping, hearing, standing, talking and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

**MINIMUM QUALIFICATIONS**

Bachelor's degree

Ability to read and interpret traffic plans, mechanical drawings, maps, blueprints, and traffic data

Strong organizational skills

Valid driver's license

Effective communication skills

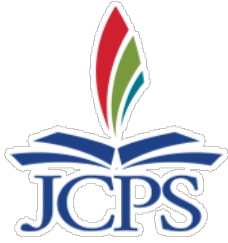
DESIRABLE QUALIFICATIONS

Bachelor's Degree

MUTCD Certification

Drone operator license

Experience in a diverse workplace



REVISED:  
05/08/2024

Submitted:  
05/07/2024

JOB TITLE:	COORDINATOR TRAFFIC
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	

**SCOPE OF RESPONSIBILITIES**

Assist the district by working with schools, facilities, municipalities, class cities, city officials, neighborhood associations and community stakeholders to develop safe and efficient traffic patterns surrounding JCPS properties

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assess site plans and produce renderings of site maps
- Work with administration on evaluation and selection of site traffic plan
- Collaborate with schools and facilities on traffic flow
- Reviews and approves warehouse products for District traffic use
- Develops and delivers training for staff with newly selected traffic plans
- Enforces PPE and safety requirements
- Collaborates with Maintenance and Facilities Planning to ensure compliance with MUTCD
- Revises and updates existing traffic plans
- Conducts onsite traffic evaluations
- Works with community organizations (Safe kids, Safe routes to school)
- Develops and Manages relationships with key stakeholders (schools, facilities, municipalities, class cities, city officials, neighborhood and associations)
- Assists other JCPS Departments, Principals, Directors and employees as needed
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

This work is conducted in an office setting, school-based setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

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**MINIMUM QUALIFICATIONS**

- Ability to read and interpret traffic plans, mechanical drawings, maps, blueprints, and traffic data
- Strong organizational skills

Valid driver's license
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
---------------------------------

Bachelor's Degree
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MUTCD Certification
---------------------

Drone operator license
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Experience in a diverse workplace
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