



~~NEW-~~ Revised: Submitted:
12/07/2024 12/03/2024
~~10/06/2021~~ ~~10/05/2021~~

JOB TITLE:	COORDINATOR RENOVATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 6 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8365
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates preventative maintenance work performed by employees assigned to Renovations and Grounds

Reviews plans and specifications for renovation and construction projects

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

Assigns work to journeymen

Coordinates meetings with Principals/Administrators on projects

Coordinates emergency repairs to ensure efficiency of operations

Completes all trainings and other compliance requirements as assigned 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 requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

This work is conducted in an office 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

High school diploma or G.E.D.

Three (3) years successful experience in maintenance, renovation or construction
Working knowledge of building materials, building codes, and safety requirements.
Demonstrated organizational, communication, management, and interpersonal skills.
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Vocational school training/degree
Valid Kentucky Master's license in a skilled trade
Experience and knowledge of all aspects of construction trade
Experience in a diverse workplace



Revised: 12/07/2024
Submitted: 12/03/2024

JOB TITLE:	COORDINATOR RENOVATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8365
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates preventative maintenance work performed by employees assigned to Renovations and Grounds

Reviews plans and specifications for renovation and construction projects

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

Assigns work to journeymen

Coordinates meetings with Principals/Administrators on projects

Coordinates emergency repairs to ensure efficiency of operations

Completes all trainings and other compliance requirements as assigned 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 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

High school diploma or G.E.D.

Three (3) years successful experience in maintenance, renovation or construction

Working knowledge of building materials, building codes, and safety requirements.

Demonstrated organizational, communication, management, and interpersonal skills.

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Vocational school training/degree
Valid Kentucky Master's license in a skilled trade
Experience and knowledge of all aspects of construction trade
Experience in a diverse workplace



NEW: Revised:

12/07/2024

07/01/2019

Submitted:

12/03/2024

06/11/2019

JOB TITLE:	DRIVER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8830
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides system wide service for the unloading, loading, delivery, transfer, and placement of food, supplies, textbooks, furniture, and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides driver maintenance and operates assigned vehicles

Delivers mail, food, supplies, textbooks, furniture and equipment to schools and offices in the District

Loads and unloads incoming and outgoing freight

Places food commodities in specified areas in the schools

Assists in all forms of warehouse operation: receiving, storage, stock issue, and maintenance of inventory

Assists in the moving of furniture and equipment for the schools and offices

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 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 requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, or pulling 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 completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities.~~

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid commercial driver's license
Previous successful experience as a qualified truck driver
Effective communication skills

DESIRABLE QUALIFICATIONS
Some warehousing experience
Knowledge of Board policies
Knowledge of unit, department and school locations
Ability to operate a forklift
Experience in a diverse workplace

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



Revised: 12/07/2024
Submitted: 12/03/2024

JOB TITLE:	DRIVER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8830
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides system wide service for the unloading, loading, delivery, transfer, and placement of food, supplies, textbooks, furniture, and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides driver maintenance and operates assigned vehicles

Delivers mail, food, supplies, textbooks, furniture and equipment to schools and offices in the District

Loads and unloads incoming and outgoing freight

Places food commodities in specified areas in the schools

Assists in all forms of warehouse operation: receiving, storage, stock issue, and maintenance of inventory

Assists in the moving of furniture and equipment for the schools and offices

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 caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities.

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid commercial driver's license

Previous successful experience as a qualified truck driver

Effective communication skills

DESIRABLE QUALIFICATIONS

Some warehousing experience

Knowledge of Board policies
Knowledge of unit, department and school locations
Ability to operate a forklift
Experience in a diverse workplace

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



NEW: Revised: Submitted:
12/07/2024 12/03/2024
07/01/2019 06/11/2019

JOB TITLE:	DRIVER / COURIER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8832
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing pickup and delivery service of mail to and from the post office for the VanHoose Education Center; acts as courier for the VanHoose Education Center; makes daily bank deposits and picks up tax checks as necessary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides driver maintenance and operates assigned vehicle

Picks up and delivers mail between the VanHoose Education Center and the post office

Acts as courier for the VanHoose Education Center for in-town and out-of-town pickup and delivery

Makes daily bank deposits and picks up tax checks as required

Assists in the VanHoose Center Mailroom as needed

Performs all 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 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 requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling up to 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.~~

This work is completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities.

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Licensed to operate a vehicle
Effective communication skills
DESIRABLE QUALIFICATIONS
Knowledge of Board Policy
Knowledge of unit, department and school locations
Experience in a diverse workplace



Revised: 12/07/2024
Submitted: 12/03/2024

JOB TITLE:	DRIVER / COURIER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8832
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing pickup and delivery service of mail to and from the post office for the VanHoose Education Center; acts as courier for the VanHoose Education Center; makes daily bank deposits and picks up tax checks as necessary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides driver maintenance and operates assigned vehicle

Picks up and delivers mail between the VanHoose Education Center and the post office

Acts as courier for the VanHoose Education Center for in-town and out-of-town pickup and delivery

Makes daily bank deposits and picks up tax checks as required

Assists in the VanHoose Center Mailroom as needed

Performs all 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 caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities.

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Licensed to operate a vehicle

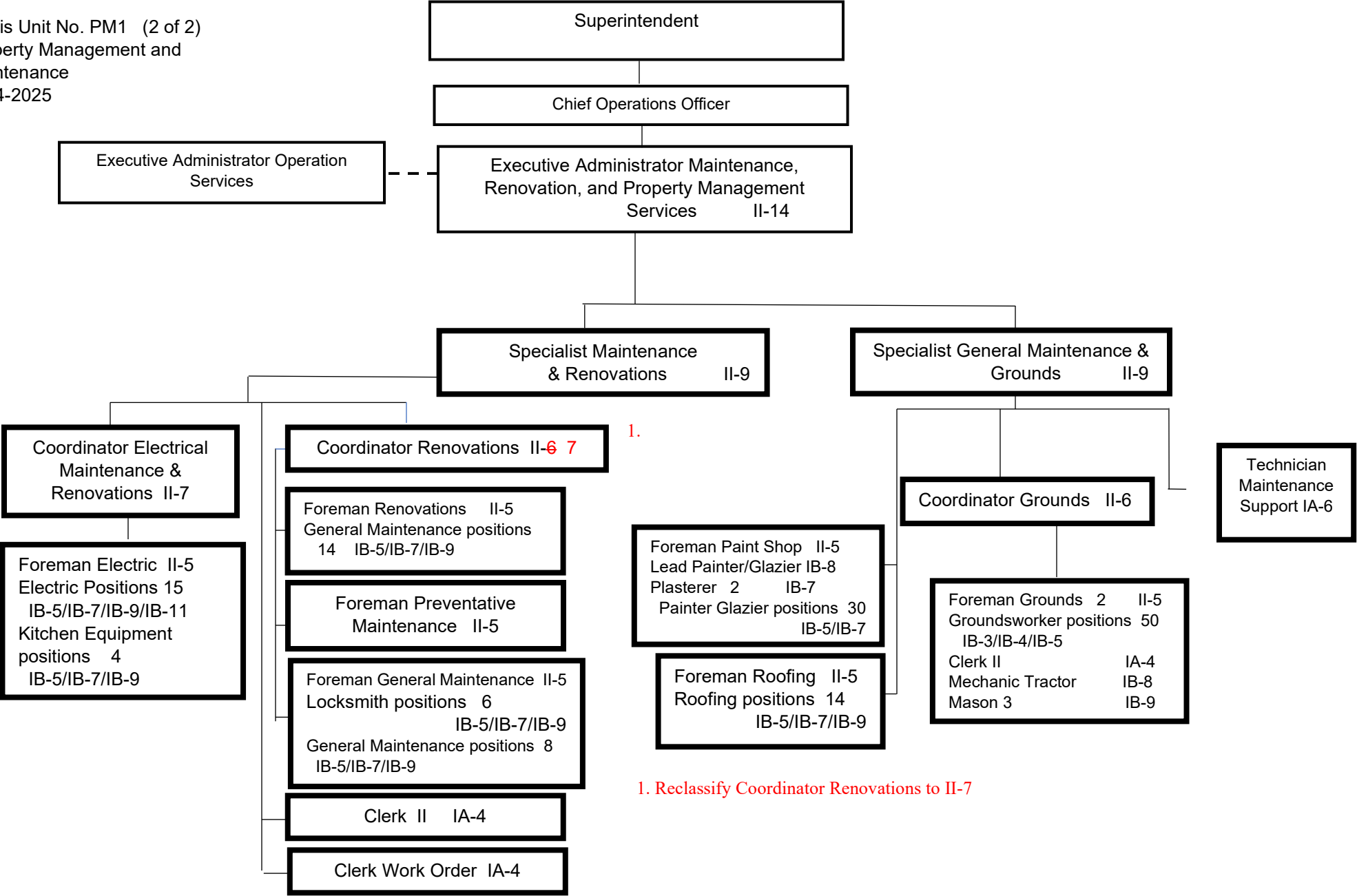
Effective communication skills

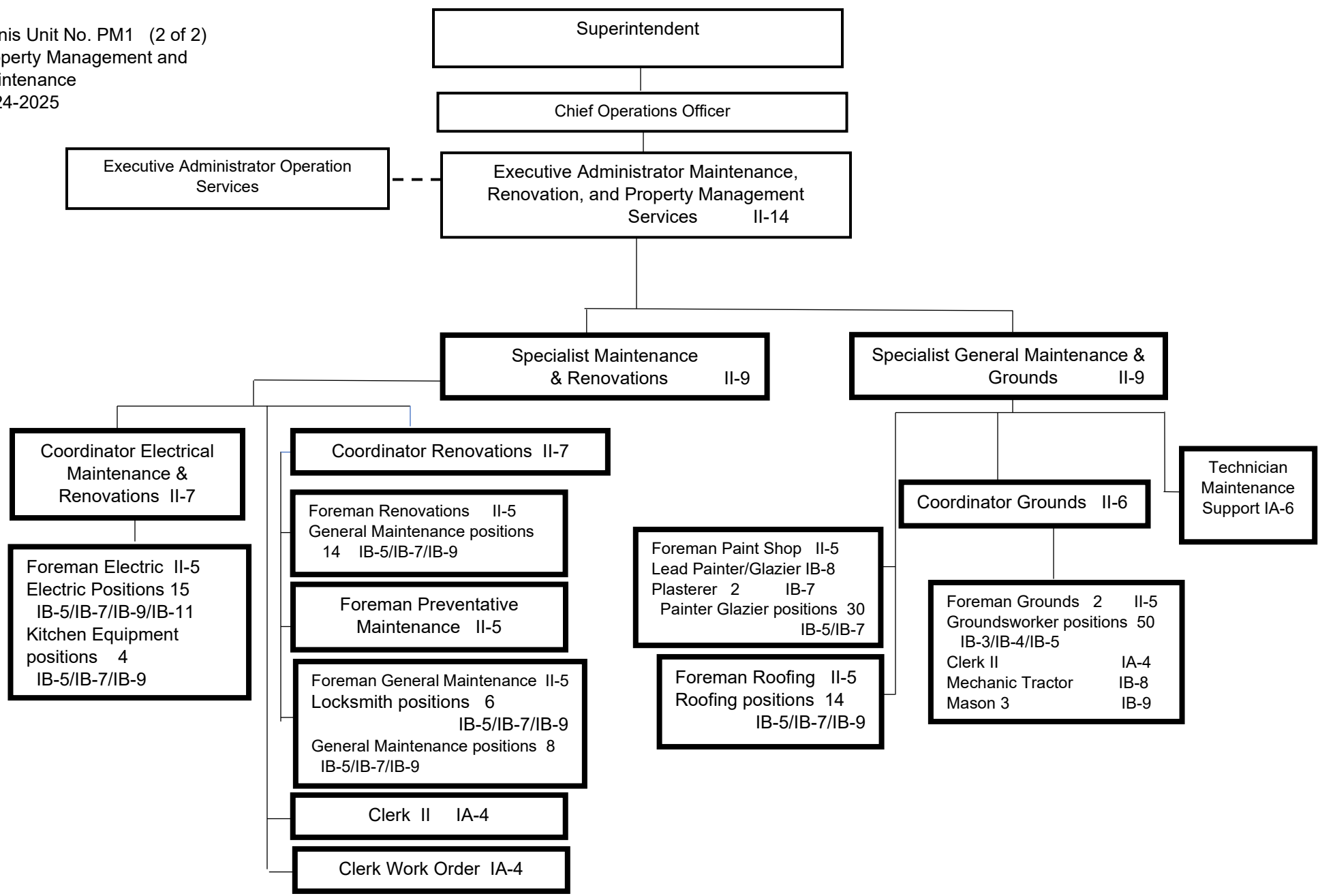
DESIRABLE QUALIFICATIONS

Knowledge of Board Policy

Knowledge of unit, department and school locations

Experience in a diverse workplace

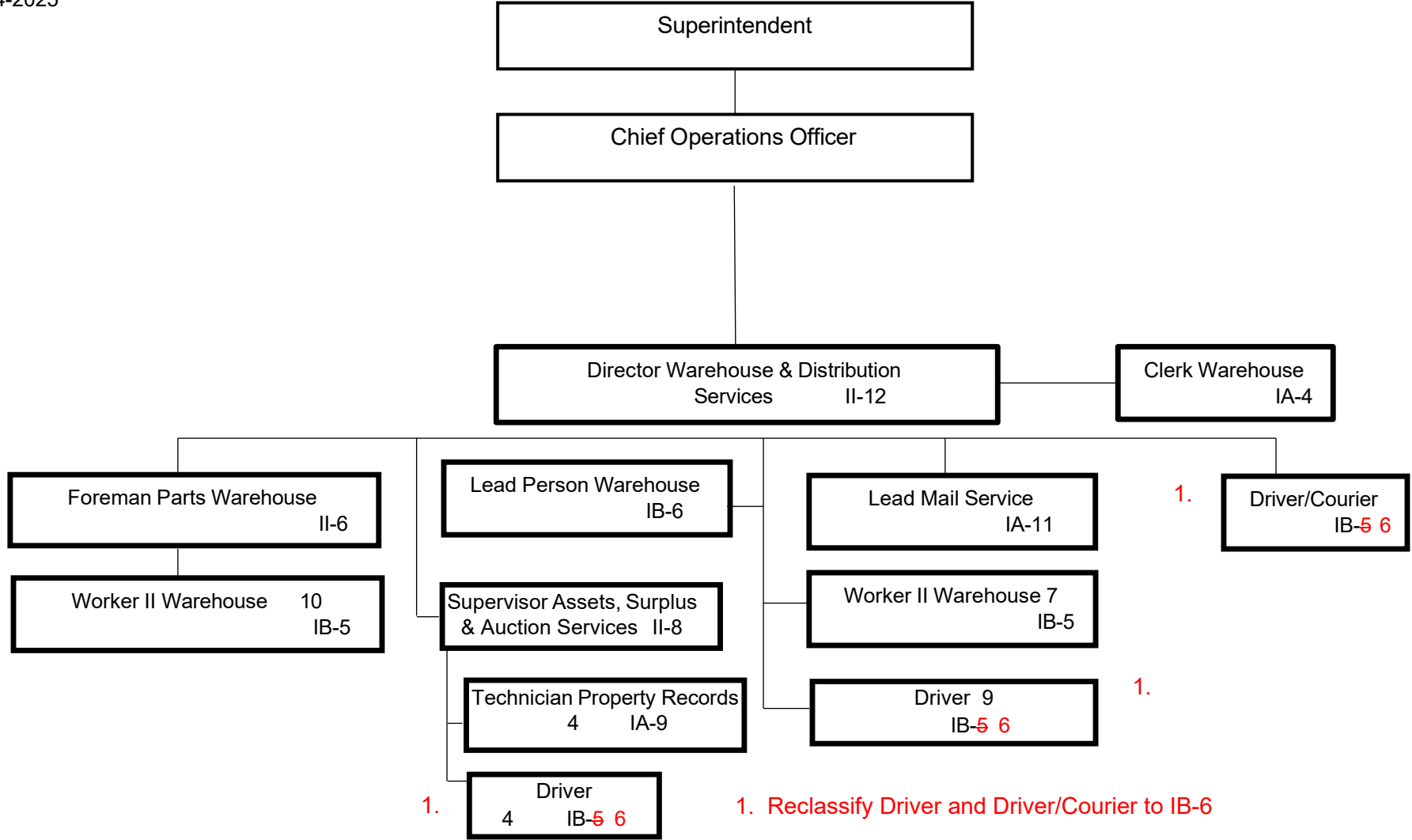




Summary:

General Fund Positions: 164
Categorical Fund Positions: 0

Submitted: 12/03/2024
Effective: 12/07/2024

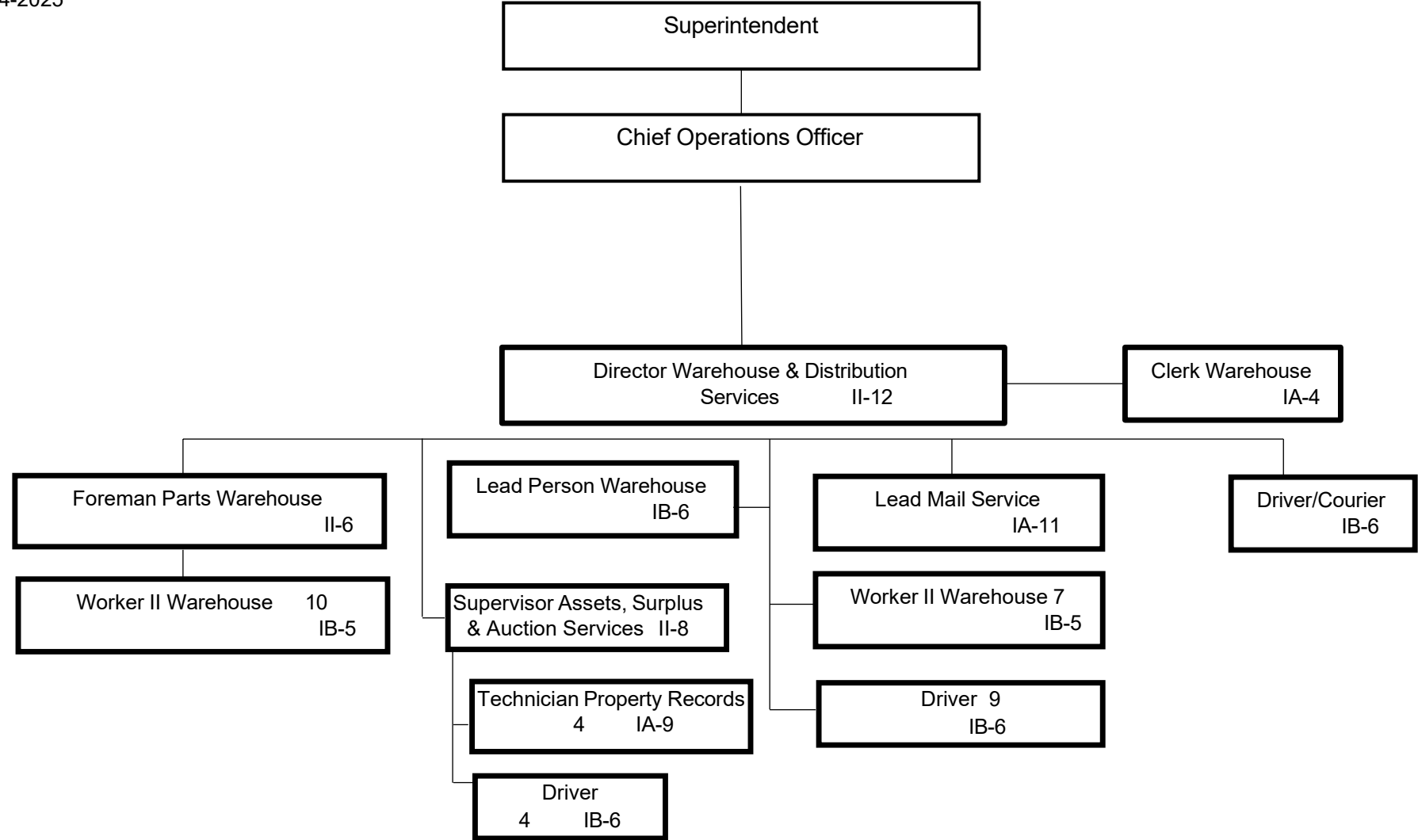


Summary:

General Fund Positions: 41
Categorical Fund Positions: 1

H-6

Submitted: 03/28/2023 12/03/2024
Effective: 07/01/2023 12/07/2024



Summary:

General Fund Positions: 41
Categorical Fund Positions: 1

H-6

Submitted: 12/03/2024
Effective: 12/07/2024