

JOB TITLE:	DRIVER BUS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB-, <b>GRADE 5 BUS</b>
WORK YEAR:	<del>*184</del> 186 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8814
BARGAINING UNIT:	CLAE

**NEW** Submitted:  
**REVISED:** 06/11/2019  
 07/01/2019 02/25/2026  
 02/28/2026  
 \*07/01/202  
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SCOPE OF RESPONSIBILITIES
Provides safe transportation of students to their assigned school. Drivers must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools
Observes the schedule and routes provided by transportation services
Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of a substitute driver
Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building principals
Reports all accidents and/or injuries to assigned compound and transportation offices
Submits required reports and attends meetings when required by administrative staff
Performs a minimum of four (4) emergency bus evacuation drills annually at each school under the supervision of the Principal
Completes appropriate form to report all vehicle safety and mechanical concerns
Provides effective communication with parents, students, and District personnel
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
<p><del>The work is primarily sedentary. 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 bending, squatting, crawling, climbing, reaching, with the ability to 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.</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>The following physical activities are required rarely (up to 25% of the workweek): crawling, crouching, and</p>

kneeling. Bending, climbing lifting, pulling, and pushing up to 10 lbs, standing and walking are required occasionally (up to 50% of the workweek). Balancing and talking are required frequently (up to 75% of the workweek). Driving, feeling, grasping, hearing, reaching, repetitive motion with hands, 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 with evidence of a good driving record

Must be 21 years of age

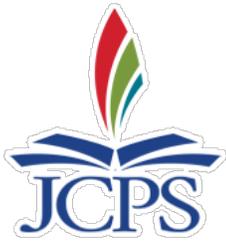
Practices effective written and verbal communication skills

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

Experience working with children from diverse background



REVISED: Submitted:  
 02/28/2026 02/25/2026  
 \*07/01/2026

JOB TITLE:	DRIVER BUS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB-BUS
WORK YEAR:	*186 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8814
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Provides safe transportation of students to their assigned school. Drivers must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools
Observes the schedule and routes provided by transportation services
Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of a substitute driver
Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building principals
Reports all accidents and/or injuries to assigned compound and transportation offices
Submits required reports and attends meetings when required by administrative staff
Performs a minimum of four (4) emergency bus evacuation drills annually at each school under the supervision of the Principal
Completes appropriate form to report all vehicle safety and mechanical concerns
Provides effective communication with parents, students, and District personnel
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
<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>The following physical activities are required rarely (up to 25% of the workweek): crawling, crouching, and kneeling. Bending, climbing lifting, pulling, and pushing up to 10 lbs, standing and walking are required occasionally (up to 50% of the workweek). Balancing and talking are required frequently (up to 75% of the workweek). Driving, feeling, grasping, hearing, reaching, repetitive motion with hands, and visual acuity are required constantly (up to 100% of the workweek).</p>

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Valid commercial driver's license with evidence of a good driving record

Must be 21 years of age
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Practices effective written and verbal communication skills
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Knowledge of school system policies and procedures
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Experience working with children from diverse background
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**NEW: Revised:** Submitted:  
 02/28/2026 02/10/2026  
 \*07/01/2026 05/10/2022  
 05/11/2022

JOB TITLE:	DRIVER VAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	* 184 186 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8813
BARGAINING UNIT:	CLAE

**SCOPE OF RESPONSIBILITIES**

Provides safe transportation of students to their assigned school. Drivers must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Operates the school van in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools
- Observes the schedule and routes provided by transportation services
- Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of a substitute driver
- Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building principals
- Reports all accidents and/or injuries to assigned compound and transportation offices
- Submits required reports and attends meetings when required by administrative staff
- Performs a minimum of four (4) emergency bus evacuation drills annually at each school under the supervision of the Principal
- Completes appropriate form to report all vehicle safety and mechanical concerns
- Provides effective communication with parents, students, and District personnel
- 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, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to 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.~~

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.

The following physical activities are required rarely (up to 25% of the workweek): crawling, crouching, and kneeling. Bending, climbing lifting, pulling, and pushing up to 10 lbs, standing and walking are required

occasionally (up to 50% of the workweek). Balancing and talking are required frequently (up to 75% of the workweek). Driving, feeling, grasping, hearing, reaching, repetitive motion with hands, and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Effective communication skills

Valid driver's license with evidence of a good driving record

Ability to pass DOT physical and recertification

#### DESIRABLE QUALIFICATIONS



Revised:  
02/28/2026  
\*07/01/2026

Submitted:  
02/10/2026

JOB TITLE:	DRIVER VAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	*186 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8813
BARGAINING UNIT:	CLAE

### SCOPE OF RESPONSIBILITIES

Provides safe transportation of students to their assigned school. Drivers must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates the school van in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools

Observes the schedule and routes provided by transportation services

Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of a substitute driver

Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building principals

Reports all accidents and/or injuries to assigned compound and transportation offices

Submits required reports and attends meetings when required by administrative staff

Performs a minimum of four (4) emergency bus evacuation drills annually at each school under the supervision of the Principal

Completes appropriate form to report all vehicle safety and mechanical concerns

Provides effective communication with parents, students, and District personnel

Performs other duties as assigned by supervisor

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

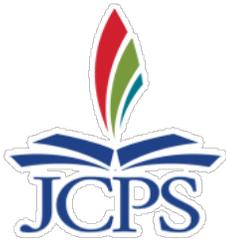
### PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, 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.

The following physical activities are required rarely (up to 25% of the workweek): crawling, crouching, and kneeling. Bending, climbing lifting, pulling, and pushing up to 10 lbs, standing and walking are required occasionally (up to 50% of the workweek). Balancing and talking are required frequently (up to 75% of the workweek). Driving, feeling, grasping, hearing, reaching, repetitive motion with hands, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Effective communication skills
Valid driver's license with evidence of a good driving record
Ability to pass DOT physical and recertification

DESIRABLE QUALIFICATIONS
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REVISED:  
03/19/2025  
02/28/2026

Submitted:  
03/18/2025  
02/25/2026

JOB TITLE:	ELECTRIC
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8386, 8316, 8317, 8677
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, relocations, or replacement

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

Completes all training and other compliance requirement as assigned and by the designated deadline

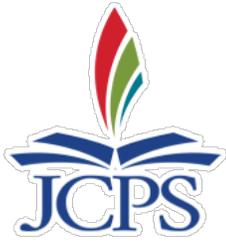
Performs other duties as assigned by supervisor

**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.

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

MINIMUM QUALIFICATIONS
<b>MINIMUM QUALIFICATIONS-ELECTRICIAN, IB, GRADE 11 JOB CLASS 8386</b>
High School Diploma or G.E.D.
Four (4) years of successful experience in electrical work
Valid driver's license
Valid Kentucky Electrician license
Effective communication skills
<b>DESIRABLE QUALIFICATIONS-ELECTRICIAN, IB, GRADE 11 JOB CLASS 8386</b>
Completed apprenticeship program
Experience reading and following blueprints, drawings, schematics, and diagrams
Valid Kentucky Master Electrician license
Experience in a diverse workplace
<b>MINIMUM QUALIFICATIONS-ELECTRIC TECHNICIAN III-IB, GRADE 9 JOB CLASS 8316</b>
High School Diploma or G.E.D.
Five (5) years of successful experience in electrical work
Valid driver's license
Effective communication skills
<del>Experience reading and following blueprints, drawings, schematics, and diagrams</del>
<del>Experience in a diverse workplace</del>
<b>MINIMUM QUALIFICATIONS-ELECTRIC TECHNICIAN II-IB, GRADE 7 JOB CLASS 8317</b>
High School Diploma or G.E.D.
Three (3) years of successful experience in electrical work
Valid driver's license
Effective communication skills
<del>Experience reading and following blueprints, drawings, schematics, and diagrams</del>
<del>Experience in a diverse workplace</del>
<b>MINIMUM QUALIFICATIONS-ELECTRIC TECHNICIAN I-IB, GRADE 5 JOB CLASS 8677</b>
High School Diploma or G.E.D.
Valid driver's license
Effective communication skills
<del>Experience reading and following blueprints, drawings, schematics, and diagrams</del>
<del>Experience in a diverse workplace</del>
<b>DESIRABLE QUALIFICATIONS</b>
Experience reading and following blueprints, drawings, schematics, and diagrams
Experience in a diverse workplace
FOOTNOTE



REVISED:  
02/28/2026

Submitted:  
02/25/2026

JOB TITLE:	ELECTRIC
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8386, 8316, 8317, 8677
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 waster 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, relocations, or replacement

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

Completes all training and other compliance requirement as assigned and by the designated deadline

Performs other duties as assigned by supervisor

**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.

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

**MINIMUM QUALIFICATIONS**

**MINIMUM QUALIFICATIONS-ELECTRICIAN, IB, GRADE 11 JOB CLASS 8386**

High School Diploma or G.E.D.

Four (4) years of successful experience in electrical work

Valid driver's license

Valid Kentucky Electrician license

Effective communication skills

**DESIRABLE QUALIFICATIONS-ELECTRICIAN, IB, GRADE 11 JOB CLASS 8386**

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 8316**

High School Diploma or G.E.D.

Five (5) years of successful experience in electrical work

Valid driver's license

Effective communication skills

**MINIMUM QUALIFICATIONS-ELECTRIC TECHNICIAN II-IB, GRADE 7 JOB CLASS 8317**

High School Diploma or G.E.D.

Three (3) years of successful experience in electrical work

Valid driver's license

Effective communication skills

**MINIMUM QUALIFICATIONS-ELECTRIC TECHNICIAN I-IB, GRADE 5 JOB CLASS 8677**

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
FOOTNOTE



REVISED:                      Submitted:  
 07/01/2026                    02/10/2026  
 07/01/2023                    03/28/2023

JOB TITLE:	EXECUTIVE <del>ADMINISTRATOR</del> DIRECTOR FACILITY MAINTENANCE, RENOVATIONS AND PROPERTY MANAGEMENT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE <del>14</del> 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8457
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership and direct supervision of the District's Property Management and Maintenance department. Establishes procedures for management and maintenance of Jefferson County Public School facilities, campuses, and property in support of the school District's mission.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides ~~leadership, direction and~~ strategic, operational and financial planning ~~leadership of the~~ General Maintenance, Renovations and Grounds departments
- Assumes responsibility for operational excellence of all property management and maintenance to ensure the delivery of quality services and outcomes in support of the Jefferson County School District mission
- Develops collaborative relationships with building Principals and site managers in an effort to provide quality maintenance with minimum interruption of services
- Develops and implements creative structure, programs, and services to respond to District needs efficiently and effectively
- Develops metrics to measure productivity, performance and effectiveness of programs and services; reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources
- Develops and implements services which increase reliability of existing District property
- Works continually to improve service through quicker response and increased accountability
- Develops and implements activities to increase responsible stewardship of District property
- 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 at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from 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, 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., pushing up to 20 lbs., 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

Bachelor's Degree

Successful experience working with employees in related fields, such as general construction, maintenance, ~~housekeeping~~, etc.

Demonstrated ability to prepare easily understood reports

Experience in general construction ~~and~~ maintenance, ~~and/or housekeeping~~

Valid driver's license

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Advanced degree and/or certifications

Experience in supervision of unionized workforce

Experience in a diverse workplace



REVISED: Submitted:  
07/01/2026 02/10/2026

JOB TITLE:	EXECUTIVE DIRECTOR FACILITY MAINTENANCE, RENOVATIONS AND PROPERTY MANAGEMENT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8457
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership and direct supervision of the District's Property Management and Maintenance department. Establishes procedures for management and maintenance of Jefferson County Public School facilities, campuses, and property in support of the school District's mission.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides strategic, operational and financial planning leadership of the General Maintenance, Renovations and Grounds departments
- Assumes responsibility for operational excellence of all property management and maintenance to ensure the delivery of quality services and outcomes in support of the Jefferson County School District mission
- Develops collaborative relationships with building Principals and site managers in an effort to provide quality maintenance with minimum interruption of services
- Develops and implements creative structure, programs, and services to respond to District needs efficiently and effectively
- Develops metrics to measure productivity, performance and effectiveness of programs and services; reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources
- Develops and implements services which increase reliability of existing District property
- Works continually to improve service through quicker response and increased accountability
- Develops and implements activities to increase responsible stewardship of District property
- 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**

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from 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, 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., pushing up to 20 lbs., 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
Bachelor's Degree
Successful experience working with employees in related fields, such as general construction, maintenance, <sup>7</sup> etc.
Demonstrated ability to prepare easily understood reports
Experience in general construction and maintenance
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced degree and/or certifications
Experience in supervision of unionized workforce
Experience in a diverse workplace



**NEW: Revised:** Submitted:  
 07/01/2026 02/10/2026  
 07/01/2023 03/28/2023

JOB TITLE:	EXECUTIVE <del>ADMINISTRATOR</del> DIRECTOR OPERATIONS SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE <del>14</del> 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8839
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership and administrative ~~oversight~~ support to the Department Heads of the Operational Services Divisions in direct support of the Chief Operations Officer. Assists in the planning, development, implementation, assessment, and improvement of operational systems and processes. Assists in promoting overall operational efficiency of the district and optimizing service and support of educational opportunities for K-12 school students. Assists in the implementation of District policies and programs related to Facilities (Planning, Maintenance, and Health& Safety), Transportation Services, Nutrition Services, Supply Services, Police and Security Services, and Geographic Information Systems. Promotes leadership development and facilitates professional learning and growth of Operational leadership team based on relevant metrics and customer feedback. Serves as collaborative liaison between the Operations Services Division and Departments within other JCPS Divisions.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assists the Chief Operations Officer with managing the overall operational activities of the District including Facilities Planning, Facilities Maintenance, and Facilities Environmental Health & Safety, Real Properties Management, and Programmatic Space Allocations, Student Transportation Services and Fleet Management, School & Community Nutrition Services, Supply Services, Police and Security Services, and Geographic Information Systems and Logistics Optimization Services
- Assists with integration of the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students
- Advises strategic planning and executive leadership in the verification and validation of programs and practices within the division
- Supports the establishment, monitoring, and maintenance of procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; ~~develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment~~
- Prepares reports and recommendations for the Chief Operations Officer for all aspects of the operational services
- Attends all meetings as assigned, serving as an ambassador of the Operations Services Division and/or representative of the Chief Operations Officer when needed to provide operational support, feedback, or guidance
- ~~Provides leadership and expertise in forming, guiding, advising, and evaluating all Operational positions as assigned~~
- Facilitates the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operational services

Supports the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals
Maintains current knowledge of school operations and district programs, Kentucky Statutes, Kentucky Board of Education regulations, and JCPS Board policies and procedures to assist in ensuring that the division is operationally organized in a manner which promotes student learning and accomplishes the goals of the District
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by the Superintendent and Chief Operations Officer

PHYSICAL DEMANDS
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~~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. The work requires activities involving driving automotive equipment.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from 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, 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., pushing up to 20 lbs., 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
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Bachelor's Degree with equivalent years of experience in operational leadership
Five (5) years successful administrative and management experience
Ability to absorb, analyze, organize and communicate information and ideas
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
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Master's Degree
Experience in urban/suburban school district with student population representing cultural plurality
Advanced preparation or doctorate
Experience in diverse workplace



Revised: 07/01/2026  
Submitted: 02/10/2026

JOB TITLE:	EXECUTIVE DIRECTOR OPERATIONS SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8839
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership and administrative support to the Department Heads of the Operational Services Divisions in direct support of the Chief Operations Officer. Assists in the planning, development, implementation, assessment, and improvement of operational systems and processes. Assists in promoting overall operational efficiency of the district and optimizing service and support of educational opportunities for K-12 school students. Assists in the implementation of District policies and programs related to Facilities (Planning, Maintenance, and Health& Safety), Transportation Services, Nutrition Services, Supply Services, Police and Security Services, and Geographic Information Systems. Promotes leadership development and facilitates professional learning and growth of Operational leadership team based on relevant metrics and customer feedback. Serves as collaborative liaison between the Operations Services Division and Departments within other JCPS Divisions.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assists the Chief Operations Officer with managing the overall operational activities of the District including Facilities Planning, Facilities Maintenance, and Facilities Environmental Health & Safety, Real Properties Management, and Programmatic Space Allocations, Student Transportation Services and Fleet Management, School & Community Nutrition Services, Supply Services, Police and Security Services, and Geographic Information Systems and Logistics Optimization Services
- Assists with integration of the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students
- Advises strategic planning and executive leadership in the verification and validation of programs and practices within the division
- Supports the establishment, monitoring, and maintenance of procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission
- Prepares reports and recommendations for the Chief Operations Officer for all aspects of the operational services
- Attends all meetings as assigned, serving as an ambassador of the Operations Services Division and/or representative of the Chief Operations Officer when needed to provide operational support, feedback, or guidance
- Facilitates the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operational services
- Supports the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals

Maintains current knowledge of school operations and district programs, Kentucky Statutes, Kentucky Board of Education regulations, and JCPS Board policies and procedures to assist in ensuring that the division is operationally organized in a manner which promotes student learning and accomplishes the goals of the District

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

Evaluates staff as assigned

Performs other duties as assigned by the Superintendent and Chief Operations Officer

#### PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from 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, 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., pushing up to 20 lbs., 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

Bachelor's Degree with equivalent years of experience in operational leadership

Five (5) years successful administrative and management experience

Ability to absorb, analyze, organize and communicate information and ideas

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Master's Degree

Experience in urban/suburban school district with student population representing cultural plurality

Advanced preparation or doctorate

Experience in diverse workplace



REVISED: Submitted:  
 07/01/2026 02/10/2026  
 07/01/2023 05/23/2023

JOB TITLE:	EXECUTIVE <del>ADMINISTRATOR</del> DIRECTOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE <del>14</del> 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8440
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Directs all USDA school meal programs including National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Fresh Fruit and Vegetable Grant Program to ensure a financially sound program in compliance with all federal, state, and local regulations and policies. Prepares and maintains necessary data and reports, to comply with federal, state, and local reporting requirements and utilizes the information to make sound program decisions that ensure school meal access to all students and improved operational efficiency and accountability.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Directs all USDA school meal programs to ensure compliance with federal, state, and local regulations and policies of the Board
Assumes responsibility for procedures to maintain a viable and financially sound food service operation and to develop programs which expand services, ensures optimal school meal access and offerings to all students, and increases the efficiency and accountability of all department operations.
Directs collection and maintenance of program data to prepare timely claims and produce other reports necessary to make informed program decisions; disseminates such information to appropriate District and state personnel and agencies
Monitors site productivity and adjusts labor hours based on acceptable meals per labor hours, program implementation, service delivery method, and site configuration to ensure efficient and effective delivery of the school meal programs at each site
<del>Assumes responsibility for</del> <b>Supervises</b> procurement, receipt, and processing of USDA Foods and monitoring operations to ensure optimum use of these resources
Approves the replacement and/or addition of equipment for the program based upon justified needs and to ensure food safety, improved services to students, and maximum utilization of allowable labor hours
<del>Oversees</del> <b>Supervises</b> the operation of the Nutrition Service Center's inventory storage, food preparation, and food and supply distribution to ensure maximum levels of quality and efficiency
<del>Monitors</del> <b>Supervises</b> procurement of program foods, supplies, and equipment to ensure compliance with federal, state, and local procurement regulations and policies
Plans effective ways of presenting the program to the Board, its staff, students, parents, and the community, that provides a clear understanding of the program's benefits and importance
Oversees the planning and <b>assigns the</b> delivery of training for all staff members to ensure compliance with USDA and KDE requirements and to ensure employees have necessary skills to provide quality school meals and customer service

Directs creation and implementation of departmental strategic and operational plans that promote student participation in school meal programs and support the District's vision

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

~~This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from 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, 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., pushing up to 20 lbs., 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

Bachelor's degree in food and nutrition, institutional management, business administration, or related field

Five (5) years successful experience in school food service program administration some of which has been in a large urban district

Valid driver's license

Pursuant to KRS 158.852 Possess or obtain Level 2 Certification through the School Nutrition Association within three (3) years of hire

Pursuant to 7CFR part 210, at least 8 hours of food safety training is required within thirty (30) days of the employee's start date and no more than five (5) years prior to starting

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Master's degree in food and nutrition, institutional management, business administration, or related field

School Nutrition Specialist Credential or Level 4 School Nutrition Association Certificate

Knowledge of policies and procedures of the school district

Ten (10) years successful experience in school food service program administration some of which has been in a large urban school district

Experience in a diverse workplace



REVISED: Submitted:  
07/01/2026 02/10/2026

JOB TITLE:	EXECUTIVE DIRECTOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8440
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Directs all USDA school meal programs including National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Fresh Fruit and Vegetable Grant Program to ensure a financially sound program in compliance with all federal, state, and local regulations and policies. Prepares and maintains necessary data and reports, to comply with federal, state, and local reporting requirements and utilizes the information to make sound program decisions that ensure school meal access to all students and improved operational efficiency and accountability.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Directs all USDA school meal programs to ensure compliance with federal, state, and local regulations and policies of the Board

Assumes responsibility for procedures to maintain a viable and financially sound food service operation and to develop programs which expand services, ensures optimal school meal access and offerings to all students, and increases the efficiency and accountability of all department operations.

Directs collection and maintenance of program data to prepare timely claims and produce other reports necessary to make informed program decisions; disseminates such information to appropriate District and state personnel and agencies

Monitors site productivity and adjusts labor hours based on acceptable meals per labor hours, program implementation, service delivery method, and site configuration to ensure efficient and effective delivery of the school meal programs at each site

Supervises procurement, receipt, and processing of USDA Foods and monitoring operations to ensure optimum use of these resources

Approves the replacement and/or addition of equipment for the program based upon justified needs and to ensure food safety, improved services to students, and maximum utilization of allowable labor hours

Supervises the operation of the Nutrition Service Center's inventory storage, food preparation, and food and supply distribution to ensure maximum levels of quality and efficiency

Supervises procurement of program foods, supplies, and equipment to ensure compliance with federal, state, and local procurement regulations and policies

Plans effective ways of presenting the program to the Board, its staff, students, parents, and the community, that provides a clear understanding of the program's benefits and importance

Oversees the planning and assigns the delivery of training for all staff members to ensure compliance with USDA and KDE requirements and to ensure employees have necessary skills to provide quality school meals and customer service

Directs creation and implementation of departmental strategic and operational plans that promote student participation in school meal programs and support the District's vision

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

<b>PHYSICAL DEMANDS</b>
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This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from 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, 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., pushing up to 20 lbs., 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).

<b>MINIMUM QUALIFICATIONS</b>
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Bachelor's degree in food and nutrition, institutional management, business administration, or related field
Five (5) years successful experience in school food service program administration some of which has been in a large urban district
Valid driver's license
Pursuant to KRS 158.852 Possess or obtain Level 2 Certification through the School Nutrition Association within three (3) years of hire
Pursuant to 7CFR part 210, at least 8 hours of food safety training is required within thirty (30) days of the employee's start date and no more than five (5) years prior to starting
Effective communication skills

<b>DESIRABLE QUALIFICATIONS</b>
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Master's degree in food and nutrition, institutional management, business administration, or related field
School Nutrition Specialist Credential or Level 4 School Nutrition Association Certificate
Knowledge of policies and procedures of the school district
Ten (10) years successful experience in school food service program administration some of which has been in a large urban school district
Experience in a diverse workplace



REVISED: Submitted:  
 07/01/2026 02/10/2026  
 07/01/2023 03/28/2023

JOB TITLE:	EXECUTIVE <del>ADMINISTRATOR</del> DIRECTOR STUDENT TRANSPORTATION AND FLEET MANAGEMENT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE <del>14</del> 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8501
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership to and direct supervision of the Student Transportation Services Department. Responsible for administering the District's student transportation plan ~~and~~ safely transporting all students qualifying for school bus transportation. Responsible for school bus ~~and fleet vehicle~~ inventory ~~and maintenance~~. Responsible for facilitating transportation efforts and effective communication between schools, transportation staff, and families.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Administers, coordinates and supervises all aspects of school bus transportation services, ~~including maintenance of all Board owned vehicles~~

Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures

Collaborates with the Chief Operations Officer to assess the District's transportation needs; executes the District's long range transportation services plan; establishes department specific and relevant goals to improve service; recommends transportation policies for Board action; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness

Collaborates with Executive Director of Geographic Information Systems and Performance Optimization to advise and support throughout the routing development and implementation process

Supervises and provides leadership, direction, and oversight of Transportation administrative staff at central office and bus compounds, ensuring professionalism and commitment to customer service

Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs

~~Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures~~

Oversees and coordinates all contracted school bus transportation services

~~Oversees~~ Supervises the recruitment, hiring, on-boarding, training, retention and professional growth of all Transportation employees

Prepares budget and capital outlay requests; formulates purchase specifications; authorizes expenditures for entire transportation operations

Represents Transportation with community and school organizations to ensure sensitivity to local attitudes and objectives

Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District

Represents Transportation in collective bargaining, grievances and mediations and recommends collective bargaining contract revisions
<del>Oversees Board-owned vehicles, bus fleet maintenance and bus replacement schedules</del>
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
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~~The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.~~

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MINIMUM QUALIFICATIONS
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Bachelor's Degree
Five (5) years of successful work experience in transportation, supply chain, or logistics
Previous experience as administrator in urban student transportation program or proven experience managing a large organization/enterprise
Successful supervisory experiences in a transportation operation
Effective communication skills

DESIRABLE QUALIFICATIONS
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Advanced educational degree
Degree in transportation
Process improvement background and training
Knowledge of school system policies and procedures
Experience in a diverse workplace



REVISED: Submitted:  
07/01/2026 02/10/2026

JOB TITLE:	EXECUTIVE DIRECTOR STUDENT TRANSPORTATION AND FLEET MANAGEMENT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8501
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership to and direct supervision of the Student Transportation Services Department. Responsible for administering the District's student transportation plan safely transport all students qualifying for school bus transportation. Responsible for school bus inventory. Responsible for facilitating transportation efforts and effective communication between schools, transportation staff, and families.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Administers, coordinates and supervises all aspects of school bus transportation services
- Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures
- Collaborates with the Chief Operations Officer to assess the District's transportation needs; executes the District's long range transportation services plan; establishes department specific and relevant goals to improve service; recommends transportation policies for Board action; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness
- Collaborates with Executive Director of Geographic Information Systems and Performance Optimization to advise and support throughout the routing development and implementation process
- Supervises and provides leadership, direction, and oversight of Transportation administrative staff at central office and bus compounds, ensuring professionalism and commitment to customer service
- Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs
- Oversees and coordinates all contracted school bus transportation services
- Supervises the recruitment, hiring, on-boarding, training, retention and professional growth of all Transportation employees
- Prepares budget and capital outlay requests; formulates purchase specifications; authorizes expenditures for entire transportation operations
- Represents Transportation with community and school organizations to ensure sensitivity to local attitudes and objectives
- Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District
- Represents Transportation in collective bargaining, grievances and mediations and recommends collective bargaining contract revisions
- 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

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from 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, 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., pushing up to 20 lbs., 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

Bachelor's Degree

Five (5) years of successful work experience in transportation, supply chain, or logistics

Previous experience as administrator in urban student transportation program or proven experience managing a large organization/enterprise

Successful supervisory experiences in a transportation operation

Effective communication skills

### DESIRABLE QUALIFICATIONS

Advanced educational degree

Degree in transportation

Process improvement background and training

Knowledge of school system policies and procedures

Experience in a diverse workplace



REVISED: Submitted:  
 07/01/2026 02/10/2026  
 08/21/2024 08/20/2024

JOB TITLE:	MANAGER FLEET <del>MANAGEMENT</del> MAINTENANCE SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8789
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Supervises the maintenance of school buses and Board owned cars and trucks. Responsible for purchasing of new vehicles per KDE specifications and oversees fuel service at all bus compounds/garages.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises and coordinates the general maintenance of all vehicles
- Assists in supervising compound attendants and their job responsibilities
- Assists in scheduling interviews for mechanics, supervisors and make recommendations
- Conducts in-service training sessions with mechanics to ensure the unit stays abreast of the latest technological development in automotive repair
- Conducts evaluations of the productivity of employees and makes appropriate recommendations concerning an employee's performance
- Recommends measures to improve efficiency, production and new equipment purchases for the fleet
- Tracks all safety training, Automotive Service Excellence certification, Commercial Driver's License certification, Department of Transportation physicals for all employees and maintains a database of employees
- Assists in all warranty issues for buses and support vehicles
- Assists with revisions and implementation of Vehicle Maintenance Department Standard Operating Procedures
- Assists with bid specifications for replacement support vehicles: engine, tire size, etc. for standardization of support vehicles
- Represents Jefferson County Schools on Kentucky School Bus Specification Committee
- Evaluates staff as assigned
- 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 the assigned JCPS worksite for collaboration, customer support, and team interaction

**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.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 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.

Successful experience in requisitions and in budget preparation and control preparing

Ability to communicate effectively, organize and supervise employees

#### DESIRABLE QUALIFICATIONS

ASE Master Certification

Previous experience as administrator or vehicle maintenance in urban school district

Skills in preparing written composition

Ability to work with people in a positive manner

Experience in a diverse workplace



REVISED: 07/01/2026  
Submitted: 02/10/2026

JOB TITLE:	MANAGER FLEET MAINTENCE SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8789
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Supervises the maintenance of school buses and Board owned cars and trucks. Responsible for purchasing of new vehicles per KDE specifications and oversees fuel service at all bus compounds/garages.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises and coordinates the general maintenance of all vehicles
- Assists in supervising compound attendants and their job responsibilities
- Assists in scheduling interviews for mechanics, supervisors and make recommendations
- Conducts in-service training sessions with mechanics to ensure the unit stays abreast of the latest technological development in automotive repair
- Conducts evaluations of the productivity of employees and makes appropriate recommendations concerning an employee's performance
- Recommends measures to improve efficiency, production and new equipment purchases for the fleet
- Tracks all safety training, Automotive Service Excellence certification, Commercial Driver's License certification, Department of Transportation physicals for all employees and maintains a database of employees
- Assists in all warranty issues for buses and support vehicles
- Assists with revisions and implementation of Vehicle Maintenance Department Standard Operating Procedures
- Assists with bid specifications for replacement support vehicles: engine, tire size, etc. for standardization of support vehicles
- Represents Jefferson County Schools on Kentucky School Bus Specification Committee
- Evaluates staff as assigned
- 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 the assigned JCPS worksite for collaboration, customer support, and team interaction

**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.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 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.

Successful experience in requisitions and in budget preparation and control preparing

Ability to communicate effectively, organize and supervise employees

#### DESIRABLE QUALIFICATIONS

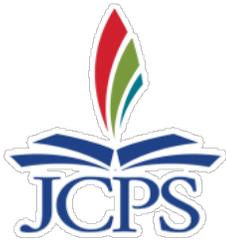
ASE Master Certification

Previous experience as administrator or vehicle maintenance in urban school district

Skills in preparing written composition

Ability to work with people in a positive manner

Experience in a diverse workplace



JOB TITLE:	MASON
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IB, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	Ø 8402
BARGAINING UNIT:	CLAE

**NEW**  
 Submitted:  
 REVISED: 03/26/2024  
~~07/01/2024~~ 02/25/2026  
 02/28/2026

**SCOPE OF RESPONSIBILITIES**

Masonry work regarding block, brick, ceramic tile, stucco, and concrete finishing.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Lays building materials, such as brick, structural tile, and concrete cinder, glass, gypsum, and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers, and other structures
- Fastens brick or terra cotta veneer to face of structures, with time wires embedded in mortar between bricks or in anchor holes in veneer brick
- Installs or replaces quarry floor tile
- Measures distance from reference points and marks guidelines on working surface to lay out work
- Determines vertical and horizontal alignment of courses, using plumb bob, gageline (tightly stretched cord), and level
- Assumes responsibility for equipment and vehicle use
- 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 outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities.

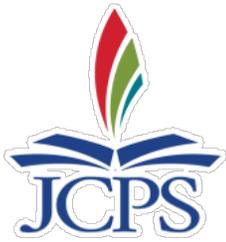
The following physical activities are required occasionally (up to ~~50%~~ 100% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are 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' experience in masonry and concrete work
Ability to work in all kinds of environments including dust, tunnels, and high places
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Trade school training
Experience with tools, current materials, and building codes related to trade
Experience in diverse workplace



JOB TITLE:	MASON
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IB, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8402
BARGAINING UNIT:	CLAE

REVISED: Submitted:  
02/28/2026 02/25/2026

SCOPE OF RESPONSIBILITIES
Masonry work regarding block, brick, ceramic tile, stucco, and concrete finishing.

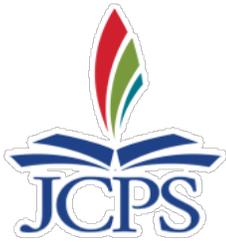
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Lays building materials, such as brick, structural tile, and concrete cinder, glass, gypsum, and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers, and other structures
Fastens brick or terra cotta veneer to face of structures, with time wires embedded in mortar between bricks or in anchor holes in veneer brick
Installs or replaces quarry floor tile
Measures distance from reference points and marks guidelines on working surface to lay out work
Determines vertical and horizontal alignment of courses, using plumb bob, gageline (tightly stretched cord), and level
Assumes responsibility for equipment and vehicle use
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 outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities.
The following physical activities are required occasionally (up to 100% of the workweek): balancing, bending, climbing crouching, driving, 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' experience in masonry and concrete work
Ability to work in all kinds of environments including dust, tunnels, and high places

Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Trade school training
Experience with tools, current materials, and building codes related to trade
Experience in diverse workplace



REVISED:  
03/19/2025  
02/28/2026

Submitted:  
03/18/2025  
02/25/2026

JOB TITLE:	MECHANICAL MAINTENANCE
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8273, 8275, 8276, 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**

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.

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).

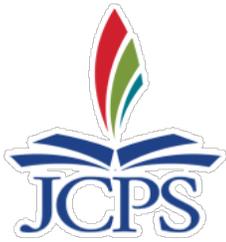
**MINIMUM QUALIFICATIONS**

**MINIMUM QUALIFICATIONS-MECHANICAL MAINTENANCE JOURNEYMAN, IB, GRADE 11 JOB CLASS 8348**

- High School Diploma or G.E.D.
- Completed an apprenticeship or equivalent combination of experience and training
- Three (3) years of experience in commercial heating, air conditioning, and controls

<b>DESIRABLE QUALIFICATIONS</b>
Knowledge of state and local heating codes
Experience in a diverse workplace
<b>MINIMUM QUALIFICATIONS-MECHANICAL MAINTENANCE TECHNICIAN III, IB, GRADE 9 JOB CLASS 8273</b>
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
<b>DESIRABLE QUALIFICATIONS</b>
Knowledge of state and local heating codes
Experience in a diverse workplace
<b>MINIMUM QUALIFICATIONS-MECHANICAL MAINTENANCE TECHNICIAN II-IB, GRADE 7 JOB CLASS 8275</b>
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
<b>DESIRABLE QUALIFICATIONS</b>
Knowledge of state and local heating codes
Experience in a diverse workplace
<b>MINIMUM QUALIFICATIONS-MECHANICAL MAINTENANCE TECHNICIAN I-IB, GRADE 5 JOB CLASS 8276</b>
High School Diploma or G.E.D.
Valid driver's license
Effective communication skills
<b>DESIRABLE QUALIFICATIONS</b>
Knowledge of state and local heating codes
Experience in this field
Experience in a diverse workplace

<b>DESIRABLE QUALIFICATIONS</b>
Knowledge of state and local heating codes
Experience in this field
Experience in a diverse workplace
FOOTNOTE



REVISED:  
02/28/2026

Submitted:  
02/25/2026

JOB TITLE:	MECHANICAL MAINTENANCE
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8273, 8275, 8276, 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**

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.

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-MECHANICAL MAINTENANCE JOURNEYMAN, IB, GRADE 11 JOB CLASS 8348**

- High School Diploma or G.E.D.
- Completed an apprenticeship or equivalent combination of experience and training
- Three (3) years of experience in commercial heating, air conditioning, and controls

**MINIMUM QUALIFICATIONS-MECHANICAL MAINTENANCE TECHNICIAN III, IB, GRADE 9 JOB CLASS 8273**

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
<b>MINIMUM QUALIFICATIONS-MECHANICAL MAINTENANCE TECHNICIAN II-IB, GRADE 7 JOB CLASS 8275</b>
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
<b>MINIMUM QUALIFICATIONS-MECHANICAL MAINTENANCE TECHNICIAN I-IB, GRADE 5 JOB CLASS 8276</b>
High School Diploma or G.E.D.
Valid driver's license
Effective communication skills

<b>DESIRABLE QUALIFICATIONS</b>
Knowledge of state and local heating codes
Experience in this field
Experience in a diverse workplace
<b>FOOTNOTE</b>