

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

|                        |                                  |
|------------------------|----------------------------------|
| <b>POSITION TITLE:</b> | Director, Maintenance Operations |
| <b>CONTRACT YEAR:</b>  | Twelve Months                    |
| <b>PAY GRADE:</b>      | 34 <u>29</u>                     |

**QUALIFICATIONS:**

**EDUCATION:** ~~Education~~— An earned bachelor’s degree from an accredited institution.

**EXPERIENCE:** ~~Experience~~— Minimum of ~~seven (7)~~ nine (9) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** ~~Special Qualifications~~— Preferred degree majors in one or more of the following: engineering, building construction, business administration, public administration, or other related field. Preferred work experience involving commercial maintenance projects with a basic knowledge of the various skilled trades; five (5) years of progressively more responsible, executive, administrative experience which includes directing trades and maintenance personnel such as electrical, plumbing, heating and ventilating, air conditioning, roofing, electronics, grounds and maintenance, and painting experience.

Ability to plan, organize and direct the overall implementation of a comprehensive building maintenance program. Ability to oversee and administer health, safety and sanitation projects and minor capital outlay projects. Ability to prepare budgets, cost projects, reports and recommendations. Knowledge of Department of Education, Broward county and State of Florida policies, procedures, and regulations including building codes. Ability to direct high level administrators/managers assigned day to day supervisory duties in the maintenance and

trades. Bilingual skills preferred. Computer skills as required for the position.

OR

**EDUCATION:**

~~Education~~— An earned associate’s degree from an accredited institution.

**EXPERIENCE:**

~~Experience~~— Minimum of ~~nine (9)~~ eleven (11) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:**

~~Special Qualifications~~— Preferred degree majors in one or more of the following: engineering, building construction, business administration, public administration, or other related field. Preferred experience involving commercial maintenance projects with a basic knowledge of the various skilled trades; five (5) years of progressively more responsible, executive, administrative experience which includes directing trades and maintenance personnel such as electrical, plumbing, heating and ventilating, air conditioning, roofing, electronics, grounds and maintenance, and painting experience.

Ability to plan, organize and direct the overall implementation of a comprehensive building maintenance program. Ability to oversee and administer health, safety and sanitation projects and minor capital outlay projects. Ability to prepare budgets, cost projects, reports and recommendations. Knowledge of Department of Education, Broward County and State of Florida policies, procedures, and regulations including building codes. Ability to direct high level administrators/managers assigned day to day supervisory duties in the maintenance and trades. Bilingual skills preferred. Computer skills as required for the position.

OR

**EDUCATION:**

~~Education~~— ~~Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.~~

**EXPERIENCE:** ~~Experience~~ Minimum of ten (10) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** ~~Special Qualifications~~ Preferred experience involving commercial maintenance projects with a basic knowledge of the various skilled trades; five (5) years of progressively more responsible, executive, administrative experience which includes directing trades and maintenance personnel such as electrical, plumbing, heating and ventilating, air conditioning, roofing, electronics, grounds and maintenance, and painting experience.

~~Ability to plan, organize and direct the overall implementation of a comprehensive building maintenance program. Ability to oversee and administer health, safety and sanitation projects and minor capital outlay projects. Ability to prepare budgets, cost projects, reports and recommendations. Knowledge of Department of Education, Broward County and State of Florida policies, procedures, and regulations including building codes. Ability to direct high level administrators/managers assigned day to day supervisory duties in the maintenance and trades. Bilingual skills preferred. Computer skills as required for the position.~~

**REPORTS TO:** ~~Deputy Superintendent, Operations~~ Executive Director, Maintenance & Facilities Operations

**SUPERVISES:** All employees in District Maintenance and District Trades

**POSITION GOAL:** To direct the activities of personnel qualified in the maintenance and upkeep of all types of buildings, equipment and grounds, minor capital outlay, and HSS projects, to budget and monitor utilities. Direct and update inventory process and appropriate inventory controls.

**ACCOUNTABILITY PROCEDURES:** The Deputy Superintendent, Operations will assess the effectiveness of the Director of Maintenance Operations annually with respect to the performance of specific responsibilities.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Director, Maintenance Operations shall:**

1. keep the ~~Deputy Superintendent, Operations~~ Executive Director, Maintenance & Facilities Operations advised on all projects and programs.
2. directly supervise the ~~Area Zone Managers and the Manager, District Trades, Trades and the Manager, Energy Conservation Utility Management.~~
3. prepare budgets, control and monitor expenditures, and keep proper records. Must make decisions regarding prioritizing necessary maintenance repairs with respect to available funds.
4. coordinate maintenance projects, minor capital outlay and health and safety sanitation programs.
5. direct the routine maintenance and upkeep of school buildings; and equipment ~~and grounds~~. Must determine which is appropriate (repair or replace).
- ~~6. perform and promote all activities in compliance with equal employment nondiscrimination policies of The School Board of Broward County.~~
6. assure that proper equipment is provided to accomplish assigned functions.
7. prepare bids, contracts, and monitor contracted services.
8. keep records on personnel for all areas, accident reports, job orders, requisitions, purchase orders, etc.
9. write job descriptions; evaluate products and methods; make operation more efficient. Must monitor the effectiveness of the work crew to determine maximum utilization is being achieved. May determine the effective use of personnel by time and motion studies, work sampling, previous job history, and job norm standards.
10. write job descriptions; evaluate products and methods; make operation more efficient. Must monitor the effectiveness of the work crew to determine maximum utilization is being achieved. May determine the effective use of personnel by time and motion studies, work sampling, previous job history, and job norm standards.
11. evaluate employees and make recommendations.
12. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
13. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
14. review current developments, literature and technical sources of information related to job responsibility.
15. ensure adherence to good safety procedures.
- ~~16.~~ follow Federal and State laws, as well as School Board policies.
17. perform other duties as assigned by the Executive Director, Maintenance & Facilities Operations or designee.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Frequently meets with Maintenance and Operations Directors to coordinate work flow; periodically meets with Principals and Area Superintendents to ensure customer service requirements are being met.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board approved: 4/26/94 &

Adopted: 6/7/94

Revised: 9/17/96 &

Adopted: 10/15/96

Realigned: 5/6/97

Realigned: 4/7/98; 5/9/00; 4/01/03

Revised & Adopted: 12/16/03\*

Title Change Adopted: 5/4/04

**Director, Maintenance Operations**  
Point Range:1045 -1094

**Position Factors**

**1. Education Required:** Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

**2. Experience Required:** Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

**(Not the experience of the incumbent.)**

- A. 0 – 2 years of related Experience
- B. 3 – 4 years of related Experience
- C. 5 – 6 years of related Experience
- D. 7 – 9 years of related Experience
- E. 10 + years of related Experience

**3. Supervisory Responsibility:** Supervision in this context means number of people whom the person formally evaluates.

*\*Evaluation points x complexity factor = Total Points.*

- A. 1 – 10 number supervised.
- B. 11 –25 number supervised.
- C. 26 – 50 number supervised.
- D. 51 – 80 number supervised.
- E. 80 + number supervised.

**4. Complexity of Essential Job Functions:** Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

**Director, Maintenance Operations(Cont.)**

Point Range: 1045 - 1094

**Position Factors**

**5. Inside/Outside Contacts:** The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy Superintendents, State Department of Education, Department heads, professional support groups and community.  
Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

**6. Impact of Decision Making Responsibility:** The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.  
Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

**7. District-wide Impact:** Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

**Position Analysis Criteria**

| 1. Education Required | 2. Experience Required | 3. Supervisory Responsibility | 4. Complexity of Essential Job Functions | 5. Inside/Outside Contacts | 6. Impact of Decision Making Responsibility | 7. District-Wide Impact |
|-----------------------|------------------------|-------------------------------|--|----------------------------|---|-------------------------|
| <b>B</b>              | <b>E</b>               | <b>A</b>                      | <b>D</b>                                 | <b>C</b>                   | <b>D</b>                                    | <b>D</b>                |

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

|                        |  |
|------------------------|--|
| <b>POSITION TITLE:</b> | Supervisor, Workflow/Labor Utilization |
| <b>CONTRACT YEAR:</b>  | Twelve Months                          |
| <b>PAY GRADE:</b>      | 25                                     |

**QUALIFICATIONS:**

**EDUCATION:** An earned bachelor's degree from an accredited institution.

**EXPERIENCE:** A minimum of five (5) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Prefer degree majors in computer technology/science, business administration or a related field. Prefer experience in maintenance/technical service area in an industrial institution or repair service organization, which included hands-on use of computer-based work order control system for the purpose of controlling work flow and/or labor utilization of the maintenance of facilities. Bilingual skills preferred. Computer skills as required for the position.

OR

**EDUCATION:** An earned associate's degree from an accredited institution.

**EXPERIENCE:** A minimum of seven (7) years experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Prefer degree majors in computer technology/science, business administration or a related field. Prefer experience in maintenance/technical service area in an industrial institution or repair service organization, which included hands-on use of computer-based work order control system for the purpose of controlling work flow and/or labor utilization of the maintenance of facilities. Bilingual skills preferred. Computer skills as required for the position.

OR



**EDUCATION:** Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

**EXPERIENCE:** A minimum of nine (9) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Prefer experience in maintenance/technical service area in an industrial institution or repair service organization, which included hands-on use of computer-based work order control system for the purpose of controlling work flow and/or labor utilization of the maintenance of facilities. Bilingual skills preferred. Computer skills as required for the position.

**REPORTS TO:** Manager, Planning and Scheduling

**SUPERVISES:** Project Coordinators responsible for asset management and control services.

**POSITION GOAL:** Optimize resource utilization within the physical plant operations by analyzing data available through CMMS; coordinating preventative maintenance and asset management activities; and coordinating and monitoring the services provided by outside contractors to ensure work performed meets quality standards within budget and agreed timeframes.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Supervisor, Workflow/Labor Utilization shall:**

1. uncover and recommend opportunities for physical plant operations improvement by preparing reports showing resource utilization by trade and type of activity including corrective maintenance, preventative maintenance, facilities improvements, etc.
2. ensure maximum custodial and grounds work efficiency by analyzing available data.
3. protect District physical plant assets by accurately identifying and documenting equipment history.
4. optimize the use of available human resources by coordinating, analyzing, and balancing the use of outsourced services with existing in-house staff.
5. optimize the useful life of physical resources by directing the preventative maintenance program for all departments within physical plant operations.
6. monitor activity of all work order events by trade and actual completion time in meeting performance standards.
7. provide regular management reports on costs, scheduling and resources variance analysis, making recommendation for corrective actions.

8. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
9. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
10. review current developments, literature and technical sources of information related to job responsibility.
11. ensure adherence to good safety procedures.
12. follow Federal and State laws, as well as School Board policies.
13. perform other duties as assigned by the Manager, Planning and Scheduling or designee

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Works with Area Managers, Maintenance and Manager, Planning and Scheduling on a daily basis to ensure proper deployment of resources given current work needs.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

## Supervisor, Workflow/Labor Utilization

Point Range: 845 – 894

### Position Factors

**1. Education Required:** Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

**2. Experience Required:** Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

**(Not the experience of the incumbent.)**

- A. 0 – 2 years of related Experience
- B. 3 – 4 years of related Experience
- C. 5 – 6 years of related Experience
- D. 7 – 9 years of related Experience
- E. 10 + years of related Experience

**3. Supervisory Responsibility:** Supervision in this context means number of people whom the person formally evaluates.

*\*Evaluation points x complexity factor = Total Points.*

- A. 1 – 10 number supervised.
- B. 11 – 25 number supervised.
- C. 26 – 50 number supervised.
- D. 51 – 80 number supervised.
- E. 80 + number supervised.

**4. Complexity of Essential Job Functions:** Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

**Supervisor, Workflow/Labor Utilization (Cont.)**

Point Range: 845 -894

Position Factors

**5. Inside/Outside Contacts:** The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy Superintendents, State Department of Education, Department heads, professional support groups and community.  
Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

**6. Impact of Decision Making Responsibility:** The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.  
Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

**7. District-wide Impact:** Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

**Position Analysis Criteria**

| 1. Education Required | 2. Experience Required | 3. Supervisory Responsibility | 4. Complexity of Essential Job Functions | 5. Inside/Outside Contacts | 6. Impact of Decision Making Responsibility | 7. District-Wide Impact |
|-----------------------|------------------------|-------------------------------|--|----------------------------|---|-------------------------|
| A                     | D                      | A                             | C  | B                          | D   | D                       |

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

|                        |  |
|------------------------|--|
| <b>POSITION TITLE:</b> | Supervisor I, <del>Workload Systems</del> <u>Planning &amp; Scheduling</u> |
| <b>CONTRACT YEAR:</b>  | Twelve Months  |
| <b>PAY GRADE:</b>      | <del>26</del> <u>25</u>  |

**QUALIFICATIONS:**

**EDUCATION:** An earned bachelor's degree from an accredited institution.

**EXPERIENCE:** A minimum of five (5) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Prefer degree majors in computer technology/science, business administration, human resources, or a related field. Prefer experience in ~~maintenance/technical~~ a support service area in an industrial institution or repair service organization, which included hands-on use of computer-based work order control system for the maintenance of facilities. Bilingual skills preferred. Advanced cComputer skills ~~as~~ are required for the position.

**OR**

**EDUCATION:** An earned associate's degree from an accredited institution.

**EXPERIENCE:** A minimum of seven (7) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Prefer experience in a support ~~maintenance/technical~~ service area in an industrial institution or repair service organization, which included hands-on use of computer-based work order control system for the maintenance of facilities. Bilingual skills preferred. Advanced cComputer skills ~~as~~ are required for the position.

**OR**

**EDUCATION:** Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

**EXPERIENCE:** A minimum of nine (9) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Prefer experience in a support maintenance/technical service area in an industrial institution or repair service organization, which included hands-on use of computer-based work order control system for the maintenance of facilities. Bilingual skills preferred. Advanced cComputer skills ~~as~~ are required for the position.

**REPORTS TO:** Director, Maintenance-Manager, Planning & Scheduling

**SUPERVISES:** None-Project Coordinators & clerical staff

**POSITION GOAL:** ~~To have primary responsibility for developing a centralized workload management system within the Maintenance Department which provides for district wide resource optimization, management reporting and work order status. To have primary responsibility for identifying, quantifying and prioritizing all departmental work orders, forecasting budget requirements, and utilizing objective performance standards. Support continuous improvement in overall maintenance planning and scheduling by coordinating between Maintenance Operations and Facilities and Construction the scheduling, implementation, inspection, and quality assurance of capital projects and providing timely and accurate data through the computerized maintenance management system (CMMS) to efficiently manage the physical plant operations by ensuring that adequate support, control, and procedures are in place.~~

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Supervisor I, ~~Workload Systems~~ Planning & Scheduling shall:**

- ~~1. evaluate and determine the scope of work orders, ensuring proper cost coding and routing~~ provide leadership in the acquisition, implementation and utilization of the systems necessary to support the production departments within physical plant operations.
- ~~2. assist trade supervisors in organizing and prioritizing work orders~~ develop standards and methods to ensure the correct entry of work orders, data and information into the CMMS and any other management systems in the physical plant operations division.

- ~~3. prepare estimates, forecast resources and establish objective COMPASS performance standards to meet work order demands~~ provide leadership to the clerical group involved in inputting data, whether time cards, work orders, invoices, etc.
- ~~4. develop and maintain a work order scheduling system and coordinate with customers to ensure that departmental efforts meet their objectives~~ coordinate the training of all data entry and clerical personnel.
- ~~5. identify and develop systems training materials and coordinate training for department staff with Supervisor I, Staff Development~~ direct project coordinators in their oversight of projects that are mutually managed by physical plant operations and facilities.
- ~~6. monitor activity of all work order events by trade and actual completion time in meeting performance standards.~~
- ~~7. ensure that all orders are timely and properly closed and purged from the COMPASS system. Update system as necessary to ensure accuracy.~~
- ~~8.6~~ provide regular management reports on costs, scheduling and resources variance analysis, making recommendation for corrective actions to support effective utilization of resources.
- ~~9.7~~ perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
- ~~10.8~~ participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- ~~11.9~~ review current developments, literature and technical sources of information related to job responsibility.
- ~~12.10~~ ensure adherence to good safety procedures.
- ~~14.11~~ follow Federal and State laws, as well as School Board policies.
- ~~13.12~~ perform other duties as assigned by the Director, Maintenance or designee.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Works with Area Managers, Maintenance and Manager, Planning and Scheduling and Senior Project Manager, Construction on a daily basis to support effective project coordination and management of resources through information management.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 10/21/97 &  
Adopted: 11/18/97

Board Adopted: 12/16/03  
Title Change Adopted: 5/4/04



## Supervisor, Planning & Scheduling

Point Range: 845 – 894

### Position Factors

**1. Education Required:** Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

**2. Experience Required:** Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

**(Not the experience of the incumbent.)**

- A. 0 – 2 years of related Experience
- B. 3 – 4 years of related Experience
- C. 5 – 6 years of related Experience
- D. 7 – 9 years of related Experience
- E. 10 + years of related Experience

**3. Supervisory Responsibility:** Supervision in this context means number of people whom the person formally evaluates.

*\*Evaluation points x complexity factor = Total Points.*

- A. 1 – 10 number supervised.
- B. 11 – 25 number supervised.
- C. 26 – 50 number supervised.
- D. 51 – 80 number supervised.
- E. 80 + number supervised.

**4. Complexity of Essential Job Functions:** Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

**Supervisor, Planning & Scheduling (Cont.)**

Point Range: 845 -894

Position Factors

**5. Inside/Outside Contacts:** The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy Superintendents, State Department of Education, Department heads, professional support groups and community.  
Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

**6. Impact of Decision Making Responsibility:** The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.  
Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

**7. District-wide Impact:** Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

**Position Analysis Criteria**

| 1. Education Required | 2. Experience Required | 3. Supervisory Responsibility | 4. Complexity of Essential Job Functions | 5. Inside/Outside Contacts | 6. Impact of Decision Making Responsibility | 7. District-Wide Impact |
|-----------------------|------------------------|-------------------------------|--|----------------------------|---|-------------------------|
| A                     | D                      | A                             | C  | B                          | D   | D                       |

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

|                        |                                |
|------------------------|--------------------------------|
| <b>POSITION TITLE:</b> | Manager, Planning & Scheduling |
| <b>CONTRACT YEAR:</b>  | Twelve Months                  |
| <b>PAY GRADE:</b>      | 27                             |

**QUALIFICATIONS:**

**EDUCATION:** An earned bachelor's degree from an accredited institution.

**EXPERIENCE:** A minimum of seven (7) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Prefer degree majors in computer technology/science, business administration or a related field. Prefer experience in maintenance/technical service area in an industrial institution or repair service organization, which included hands-on use of computer-based work order control system for the maintenance of facilities. Bilingual skills preferred. Computer skills as required for the position.

**OR**

**EDUCATION:** An earned associate's degree from an accredited institution.

**EXPERIENCE:** A minimum of nine (9) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Prefer degree majors in computer technology/science, business administration or a related field. Prefer experience in maintenance/technical service area in an industrial institution or repair service organization, which included hands-on use of computer-based work order control system for the maintenance of facilities. Bilingual skills preferred. Computer skills as required for the position.

**REPORTS TO:** Director, Facilities Support Services

**SUPERVISES:** Systems Support Specialists, Funding Specialist, Budget Analyst, Supervisor, Planning & Scheduling, Supervisor, Work Flow/Labor Utilization

**POSITION GOAL:** Support continuous improvement in the three production departments within the physical plant division in the areas of training, quality assurance, asset management, preventive maintenance and contract services utilization by developing and managing all systems utilized by this division, including the Computerized Maintenance Management System (CMMS), to monitor finances and resource utilization in physical plant operations.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Manager, Planning & Scheduling shall:**

1. ensure that the CMMS is utilized correctly to track, monitor and control resource utilization with physical plant operations.
2. ensure that preventive maintenance, asset management and contractor oversight functions are done in accordance with district and divisional policies and procedures, as well as industry best practices.
3. ensure that preventive maintenance, asset management and contractor oversight functions are done in accordance with district and divisional policies and procedures, as well as industry best practices.
4. provide regular analytical reports on costs, scheduling, work flow, labor utilization, resource management, and resource variance analysis, as requested by physical plant management.
5. ensure accuracy and completeness of physical plant operations budgets, including all reports related to the same.
6. oversee all office operations as they relate to the performance of the CMMS including proper data entry, invoice processing, coding, and funding of work orders.
7. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
8. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
9. review current developments, literature and technical sources of information related to job responsibility.
10. ensure adherence to good safety procedures.
11. follow Federal and State laws, as well as School Board policies.
12. perform other duties as assigned by the Director, Facilities Support Services or designee.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Frequently meets with Maintenance and Operations Directors to ensure customer service requirements are being met.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

## Manager - Planning & Scheduling

Point Range: 945 -994

### Position Factors

**1. Education Required:** Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

**2. Experience Required:** Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

**(Not the experience of the incumbent.)**

- A. 0 - 2 years of related Experience
- B. 3 - 4 years of related Experience
- C. 5 - 6 years of related Experience
- D. 7 - 9 years of related Experience
- E. 10 + years of related Experience

**3. Supervisory Responsibility:** Supervision in this context means number of people whom the person formally evaluates.

*\*Evaluation points x complexity factor = Total Points.*

- A. 1 - 10 number supervised.
- B. 11 -25 number supervised.
- C. 26 - 50 number supervised.
- D. 51 - 80 number supervised.
- E. 80 + number supervised.

**4. Complexity of Essential Job Functions:** Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

**Manager - Planning & Scheduling (Cont.)**

Point Range: 945 – 994

Position Factors

**5. Inside/Outside Contacts:** The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy Superintendents, State Department of Education, Department heads, professional support groups and community.  
Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

**6. Impact of Decision Making Responsibility:** The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.  
Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

**7. District-wide Impact:** Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

**Position Analysis Criteria**

| 1. Education Required | 2. Experience Required | 3. Supervisory Responsibility | 4. Complexity of Essential Job Functions | 5. Inside/Outside Contacts | 6. Impact of Decision Making Responsibility | 7. District-Wide Impact |
|-----------------------|------------------------|-------------------------------|--|----------------------------|---|-------------------------|
| B                     | D                      | A                             | D  | B                          | D   | D                       |



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### JOB DESCRIPTION

|                        |                                |
|------------------------|--------------------------------|
| <b>POSITION TITLE:</b> | Director, Pupil Transportation |
| <b>CONTRACT YEAR:</b>  | Twelve Months                  |
| <b>PAY GRADE:</b>      | 29                             |

#### QUALIFICATIONS:

**EDUCATION:** Education— An earned bachelor's degree from an accredited institution.

**EXPERIENCE:** Experience—Minimum of ~~five (5)~~ seven (7) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Special Qualifications—~~Master's degree preferred. Prior experience in pupil transportation preferred.~~ Must have ability to formulate and assume high volume budgetary responsibilities. Demonstrate ability to deal with transportation problems and their solutions. Bilingual skills preferred. Computer skills as required for the position.

#### OR

**EDUCATION:** An earned master's degree from an accredited institution.

**EXPERIENCE:** Minimum of five (5) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Prior experience in pupil transportation preferred. Must have ability to formulate and assume high volume budgetary responsibilities. Demonstrate ability to deal with transportation problems and their solutions. Bilingual skills preferred. Computer skills as required for the position.



- REPORTS TO:** Director, Transportation Services
- SUPERVISES:** Directly or indirectly all employees in Pupil Transportation.
- POSITION GOAL:** To provide safe and efficient bus service to all transported students.

**ACCOUNTABILITY**

**PROCEDURES:** ~~The Director, Transportation Services will assess the effectiveness of the Director, Pupil Transportation annually with respect to the performance of specific responsibilities.~~

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Director, Pupil Transportation shall:**

1. implement safe, efficient and dependable system of pupil transportation.
2. prepare, submit and administer budget for Pupil Transportation Department.
3. determine the accurate two-mile transportation limit for all schools.
4. determine the most effective routing for the safe and economical transportation of all eligible students, utilizing available equipment and personnel.
5. monitor the management, development and revision of school bus route, bus stops, walk zones and map upgrading. Supervises the management and development of district school bus routes for all exceptional, alternative, gifted, choice and charter schools and other special education programs.
6. compile FTE Transportation reports.
7. supervise and assist Area Supervisors with coordination of Pupil Transportation.
8. be responsible for extra-curricular overtime and invoices to schools for extra-curricular trips.
9. be responsible for county transportation payroll.
10. arrange meetings for County Transportation with Area Supervisors, drivers/aides and for the State.
11. apply professional knowledge to technical problems such as planning, personnel assignments, equipment assignments, proper documentation and applies sound managerial techniques to reconcile employees' needs with the department's objectives.
12. insure adequate staffing levels and assignment of bus drivers, bus attendance and supporting staff.
13. monitor and evaluate all Pupil Transportation department activities and programs which include fleet operations, personnel assignments, compound security, administration to insure that maximum efficiency is achieved in the Pupil Transportation Department.
14. plan, coordinate and assign buses for transportation of large number of students for special events related to school, government and civic sponsored activities, such as Air & Sea Show.

15. participate in parent/school/special event conferences scheduled by principals and/or other staff members. Meets with principals, the general public, parents and other administrators as required to resolve operational problems. Maintain an effective public relations program.
16. provide direct supervision for five area transportation terminals.
17. develop and recommend capital facility improvements and new bus expenditure requirements to support the current and future district transportation requirements.
18. monitor the interpretation and implementation of Pupil Transportation Department policies, School Board policies and state laws applicable to school bus transportation.
19. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
20. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
21. review current developments, literature and technical sources of information related to job responsibility.
22. ensure adherence to good safety procedures.
- ~~24.~~23. follow Federal and State laws, as well as School Board policies.
- ~~23.~~24. perform other duties as assigned by the Director, Transportation Services or designee

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Meets with principals, the general public, parents and other administrators as required to resolve operational problems.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 10/7/76

ER80-12 Approved: 10/2/80

Revised: 7/23/84 & Adopted: 8/16/84

Revised: 3/21/85 & Adopted: 4/15/85

(Cont.)

SBBC: D-001

FL: 223

**Revised**

Item G-7: 11/6/86

Realignment: 4/12/94

Revised: 4/11/95 & Adopted 5/16/95

Title & Realignment Changes: 3/19/96

Realignment: 5/6/97

Revised: 4/21/98

Adopted: 5/19/98

Realigned: 4/7/98

Board Adopted: 12/16/03\*

**Director, Pupil Transportation**  
Point Range:1045 -1094

**Position Factors**

**1. Education Required:** Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

**2. Experience Required:** Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

**(Not the experience of the incumbent.)**

- A. 0 – 2 years of related Experience
- B. 3 – 4 years of related Experience
- C. 5 – 6 years of related Experience
- D. 7 – 9 years of related Experience
- E. 10 + years of related Experience

**3. Supervisory Responsibility:** Supervision in this context means number of people whom the person formally evaluates.

*\*Evaluation points x complexity factor = Total Points.*

- A. 1 – 10 number supervised.
- B. 11 –25 number supervised.
- C. 26 – 50 number supervised.
- D. 51 – 80 number supervised.
- E. 80 + number supervised.

**4. Complexity of Essential Job Functions:** Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

**Director, Pupil Transportation (Cont.)**

Point Range: 1045 - 1094

**Position Factors**

**5. Inside/Outside Contacts:** The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy Superintendents, State Department of Education, Department heads, professional support groups and community.  
Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

**6. Impact of Decision Making Responsibility:** The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.  
Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

**7. District-wide Impact:** Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

**Position Analysis Criteria**

| 1. Education Required | 2. Experience Required | 3. Supervisory Responsibility | 4. Complexity of Essential Job Functions | 5. Inside/Outside Contacts | 6. Impact of Decision Making Responsibility | 7. District-Wide Impact |
|-----------------------|------------------------|-------------------------------|--|----------------------------|---|-------------------------|
| C                     | D                      | B                             | C  | C                          | D   | D                       |

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

|                        |                    |
|------------------------|--------------------|
| <b>POSITION TITLE:</b> | Director of Safety |
| <b>CONTRACT YEAR:</b>  | Twelve Months      |
| <b>PAY GRADE:</b>      | 30                 |

**QUALIFICATIONS:**

**EDUCATION:** An earned bachelor’s degree from an accredited institution.

**EXPERIENCE:** Minimum of eight (8) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** ~~Knowledge of the state and national regulations of Fire Safety, Prevention and Inspection; ability to work with and acquire working knowledge of national and state procedures, regulations, etc., that pertain to Fire Safety for students and staff in the schools and other facilities. Degree major in Health and Safety, Safety Engineering or related field. Experience in Safety and/or Fire Safety Inspection. Bilingual skills preferred. Computer skills as required for the position.~~ Degree major in Health and Safety, Safety Engineering or related field preferred. Requires current certification as a fire inspector in the state of Florida and successful completion of State Requirements for Educational Facilities (SREF) training for existing educational facilities. Prior eExperience required in Safety and/or Fire Safety Inspection and/or Fire Protection. Requires knowledge of the state and federal regulations regarding health and Fire Safety, Prevention and Inspection; ability to work with and acquire working knowledge of local governmental procedures, regulations, etc. pertaining to students’ safety enroute to and from school and to Fire Safety for students and staff in the schools and other facilities.

**OR**

**EDUCATION:** An earned associate’s degree from an accredited institution.

**EXPERIENCE:**

Minimum of ten (10) years of experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:**

~~Degree major in Fire Science or related field preferred. Requires current certification as a fire inspector in the state of Florida and successful completion of State Requirements for Educational Facilities (SREF) training for existing educational facilities. Prior eExperience required in Safety and/or Fire Safety Inspections and/or Fire Protection. Requires kKnowledge of the state and federal regulations regarding health and Fire Safety, Prevention and Inspection; ability to work with and acquire working knowledge of local governmental procedures, regulations, etc. pertaining to students' safety enroute to and from school and to Fire Safety for students and staff in the schools and other facilities. Knowledge of the state and national regulations of Fire Safety, Prevention and Inspection; ability to work with and acquire working knowledge of national and state procedures, regulations, etc., that pertain to Fire Safety for students and staff in the schools and other facilities. Bilingual skills preferred. Computer skills as required for the position.~~

~~Must hold and maintain the following certificates:~~

- ~~1. State certified as Fire Inspector~~
- ~~2. Department of Education Certificate~~
  - ~~A. Sanitation~~
  - ~~B. Casualty~~

**REPORTS TO:**

~~Chief Operating Officer (COO)-Deputy Superintendent, Operations~~

**SUPERVISES:**

All employees assigned to the Safety Department, which may include inspectors, specialists, and clerical assistants.

**POSITION GOAL:**

To establish, promote and maintain safe and healthy conditions for all students and employees.—~~To~~ by recommending and establishing measures to reduce or eliminate employee and student accidents, fire incidents and health hazards in compliance with all local, state and federal requirements for occupational and health safety.—~~To~~

~~meet~~ and complying with all local, state and federal requires for fire prevention.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Director of Safety shall:**

1. make studies and analyses of accidents and health hazards for the purpose of eliminating these conditions.
2. ensure the safety of Broward County School District students and employees by formulate and developing, recommending, and implementing general safety policies and measures to be followed by students and employees, including the implementation of the District Emergency Preparedness Program during emergency situations .
3. consult with all departments and programs on design and use of equipment, shops, fire prevention and safety programs.
4. ensure that all ~~inspect or tour~~ School District facilities, either owned or leased, receive a comprehensive annual inspection by June 30 to detect existing or potential accident and health hazards and recommend corrective or preventive measures where indicated in accordance with State Department of Education Regulations, Chapter 6A-176 and modify computerized annual inspection report to comply with annual code changes.
5. identify hazardous locations enroute to and from school or school bus stop.
6. periodically inspect all vehicles and equipment operated by School Board employees to evaluate their condition and recommend the correction of any unsafe conditions.
7. prepare the annual Health/Safety/Sanitation reports for transmission to the State Department of Education and to the Executive Director, Facilities Project Management for inclusion in the Project Priority List for Capital Outlay Funding.
8. maintain a record regarding the incident and severity rate for accidents and health hazards and provide a report monthly, quarterly and annually.
9. investigate all accidents, fire incidents, accident claims, accidental injuries and/or health hazards involving students, employees and/or equipment to determine cause; cooperate in the preparation of material and evidence for school district use in hearings, lawsuits and insurance investigations.
10. devise, supervise and coordinate training programs or media which will increase proficiency in safe practices and promote safety consciousness and fire prevention.
11. prepare and arrange safety exhibits and material for display, promotional work, industry conferences and exhibitions.
12. represent the school district in community safety groups, county organizations and programs.
13. assist in the establishment and administration of special safety drives or campaigns.
14. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
15. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
16. review current developments, literature and technical sources of information related to job responsibility.
17. ensure adherence to good safety procedures.



- ~~18-~~ 19. follow Federal and State laws, as well as School Board policies.  
~~19-~~ 18. perform other duties as assigned by the ~~Chief Operating Officer (COO)~~ Deputy Superintendent, Operations or designee

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Frequently meets with Maintenance and Operations Directors to coordinate training, work process changes or equipment changes to meet safety requirements for the District; periodically meets with Principals and Area Superintendents to ensure safety needs are being met and students and staff follow safe practices at all times on School Board property. Periodically meets with local and state officials to ensure codes and practices are in compliance with regulations.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Revised: 9/15/88 & Adopted: 10/6/88

Retitled: 4/11/95

Dept Realigned &

Realignment Title Change: 3/19/96

Job Description

Number Change: 5/20/97; 4/13/99

Organizational Chart Change: 5/9/00; 5/1/01; 4/01/03

Upgrade: 5/1/2001

Board Adopted: 12/16/03\*

**Position Factors**

**1. Education Required:** Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

**2. Experience Required:** Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

**(Not the experience of the incumbent.)**

- A. 0 – 2 years of related Experience
- B. 3 – 4 years of related Experience
- C. 5 – 6 years of related Experience
- D. 7 – 9 years of related Experience
- E. 10 + years of related Experience

**3. Supervisory Responsibility:** Supervision in this context means number of people whom the person formally evaluates.

*\*Evaluation points x complexity factor = Total Points.*

- A. 1 – 10 number supervised.
- B. 11 –25 number supervised.
- C. 26 – 50 number supervised.
- D. 51 – 80 number supervised.
- E. 80 + number supervised.

**4. Complexity of Essential Job Functions:** Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

**Director of Safety (Cont.)**

Point Range: 1095 - 1154

**Position Factors**

**5. Inside/Outside Contacts:** The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy Superintendents, State Department of Education, Department heads, professional support groups and community.  
Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

**6. Impact of Decision Making Responsibility:** The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.  
Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

**7. District-wide Impact:** Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

**Position Analysis Criteria**

| 1. Education Required | 2. Experience Required | 3. Supervisory Responsibility | 4. Complexity of Essential Job Functions | 5. Inside/Outside Contacts | 6. Impact of Decision Making Responsibility | 7. District-Wide Impact |
|-----------------------|------------------------|-------------------------------|--|----------------------------|---|-------------------------|
| B                     | E                      | A                             | D  | C                          | E   | E                       |

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

|                        |                           |
|------------------------|---------------------------|
| <b>POSITION TITLE:</b> | Director, Risk Management |
| <b>CONTRACT YEAR:</b>  | Twelve Months             |
| <b>PAY GRADE:</b>      | 30                        |

**QUALIFICATIONS:**

**EDUCATION:** An earned master's degree from an accredited institution.

**EXPERIENCE:** Minimum of six (6) years experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Preferred degree majors include the sciences, business or related fields. Prefer administrative experience demonstrated in insurance contract administration, risk assessment, environmental health, safety, and Workers' Compensation. Demonstrated expertise in the design, implementation and evaluation of multifaceted insurance contracts. Bilingual skills preferred. Computer skills as required for the position.

OR

**EDUCATION:** An earned bachelor's degree from an accredited institution. ~~Master's degree preferred.~~

**EXPERIENCE:** Minimum of ~~five (5)~~ eight (8) years experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Preferred degree majors include the sciences, business or related fields. Prefer administrative experience demonstrated in insurance contract administration, risk assessment, environmental health, safety, and Workers' Compensation. Demonstrated expertise in the design, implementation and evaluation of multifaceted insurance contracts. Bilingual skills preferred. Computer skills as required for the position.

**REPORTS TO:** Associated Superintendent, Human Resources Deputy Superintendent, Operations

**SUPERVISES:** All employees within the Risk Management Department.

**POSITION GOAL:** ~~To~~ Reduce the overall property/casualty losses to the Broward County School District by planning, organizing, directing and coordinating risk and insurance programs, such as liability, property, excess umbrella coverage, workers' compensation, employee health testing, and occupational and environmental safety investigations, to control risks and mitigate losses. ~~To manage insurance programs such as liability, property, excess umbrella coverage and workers' compensation.~~

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Director, Risk Management shall:**

1. develop and administer the district's comprehensive risk management program to control risks and mitigate losses.
2. review all insurance contracts, including contracts for student field trips, special events, contracted services, and outside vendors, for liability and insurance appropriateness and/or to evaluate the competitiveness and accuracy of premiums; verify experience and retrospective premium calculations and consider possible improvements to present programs.
3. act as liaison between the Board and the defense attorneys in defense of actions against the Board; coordinate insurable legal actions and claims made against the District and its employees. Prepare background and research data for use in litigation and testify as Board's representative in such legal actions.
4. consult and advise the Facilities Maintenance and Construction Management and Purchasing Departments in implementing insurance requirements; ~~toxic substances;~~ and environmental regulation compliance.
5. research and recommend Risk Assessment & Chemical Control practices and procedures for county-wide adoption to comply with state and federal standards.
6. ~~develop and administer~~ assist in the development of the District's comprehensive emergency management program.
7. monitor the School Board's Worker's Compensation procedures for compliance with federal, state and local regulations; manage and administer the District's external claims adjusting and Workers' Compensation Managed Care contracts and services.
8. administer, implement, and revise, as warranted, procedures for a comprehensive employee health testing program, including drug and alcohol, which is in compliance with federal, state, and local statutes and regulations.
9. manage the District's self insurance and excess insurance programs such as general and automobile liability, property, excess umbrella coverage, and workers' compensation; ensure adequate funding levels are maintained for the District's self insurance programs by developing funding approaches for insurance programs

consistent with Board policies and direction and monitoring the District's self insurance financial reserves to include annual adjustments based on historical losses and current claim volumes, and administer the comprehensive risk management program to control risks and mitigate losses.

10. augment and maintain effective safety and toxic substance control program for employees and students.
11. represent the District at regulatory hearings, legal actions, and legislative meetings within areas of jurisdiction.
12. work with appropriate District departments to coordinate information for loss reimbursement from insurance companies and applicable government agencies.
- ~~12.~~13. coordinate with the Director of Safety to recommend general safety policies, procedures, and measures to be followed by students and employees.
- ~~13.~~14. support the mission, beliefs and major systems priorities of the school district.
- ~~14.~~15. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
- ~~15.~~16. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- ~~16.~~17. review current developments, literature and technical sources of information related to job responsibility.
- ~~17.~~18. ensure adherence to good safety procedures.
19. follow Federal and State laws, as well as School Board policies.
- ~~18.~~20. perform other duties as assigned by the ~~Associate Superintendent, Human Resources~~ Deputy Superintendent, Operations or designee.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Consult and advise the Facilities and Construction Management and Purchasing Departments in implementing insurance requirements and environmental regulations; periodically works with District legal staff to represent the District at regulatory hearings, legal actions, and legislative meetings within areas of jurisdiction; frequently works with insurance carriers to ensure appropriate levels of property and casualty insurance coverage throughout the District.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 3/21/85 &  
Adopted: 4/15/85  
Item G-7: 11/6/86  
Retitled & Realignment: 4/12/94  
Revised: 4/23/96 &  
Adopted: 5/21/96  
Revised: 5/4/99  
Adopted: 5/18/99  
Retitle: 5/9/00  
Board Adopted: 12/16/03\*

**Position Factors**

**1. Education Required:** Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

**2. Experience Required:** Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

**(Not the experience of the incumbent.)**

- A. 0 – 2 years of related Experience
- B. 3 – 4 years of related Experience
- C. 5 – 6 years of related Experience
- D. 7 – 9 years of related Experience
- E. 10 + years of related Experience

**3. Supervisory Responsibility:** Supervision in this context means number of people whom the person formally evaluates.

*\*Evaluation points x complexity factor = Total Points.*

- A. 1 – 10 number supervised.
- B. 11 –25 number supervised.
- C. 26 – 50 number supervised.
- D. 51 – 80 number supervised.
- E. 80 + number supervised.

**4. Complexity of Essential Job Functions:** Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.



**Director , Risk Management (Cont.)**

Point Range: 1095 - 1154

**Position Factors**

**5. Inside/Outside Contacts:** The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy Superintendents, State Department of Education, Department heads, professional support groups and community.  
Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

**6. Impact of Decision Making Responsibility:** The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.  
Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

**7. District-wide Impact:** Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

**Position Analysis Criteria**

| 1. Education Required | 2. Experience Required | 3. Supervisory Responsibility | 4. Complexity of Essential Job Functions | 5. Inside/Outside Contacts | 6. Impact of Decision Making Responsibility | 7. District-Wide Impact |
|-----------------------|------------------------|-------------------------------|--|----------------------------|---|-------------------------|
| C                     | D                      | A                             | D  | C                          | E   | E                       |