

School Board Agenda Item C-3  
January 18, 2005

**Executive Summary**

Proposed New and Revised Job Descriptions and Minimum Qualifications  
For Operations Division  
Administrative, Supervisory, Professional & Technical Positions  
For The School Board of Broward County, Florida  
2004-2005 Organizational Chart

A. **Position Title: Director, Maintenance Operations**

**Division/Department: Operations/Maintenance and Facilities Operations**  
**FY2004-2005 Organizational Chart Page: 10A**

**Pay Grade: 31-29 (\$71,468 - \$99,548) Point Range: 1045-1094**

**Salary Schedule: ASPT**

**Recommended Policy Status: Revised Job Description – Final Reading**

**Rationale:** This job, which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and extensive consultation with the Consultant, Portolan and Grau and the Deputy Superintendent, Operations. Based on a point factor analysis, internal matrix comparison, both within the Operations Division and across the District, and Compensation Committee review it was confirmed that the subject position should be a pay grade 29.

The purpose of this job is to direct the activities of personnel qualified in the maintenance and upkeep of buildings, equipment, minor capital outlay, and HSS projects.

**Cost:** There is no additional financial impact to the District. Funds are included in the department 2004-2005 budget.

B. **Position Title: Supervisor Work Flow/Labor Utilization**

**Division/Department: Operations/Maintenance and Facilities Operations**  
**FY2004-2005 Organizational Chart Page: 10A**

**Pay Grade: 25 (\$54,554 - \$75,987) Point Range: 845-894**

**Salary Schedule: BTU/TSP**

**Recommended Policy Status: New Job Description, existing position – Final Reading**

Rationale: The Supervisor Work Order/Work Flow, pay grade 25, which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and extensive consultation with the Consultant, Portolan and Grau and the Deputy Superintendent, Operations. It was determined that the original job description had changed sufficiently to warrant a complete rewrite of job duties and reclassification to the new job of Supervisor Workflow/Labor Utilization. Based on a point factor analysis, internal matrix comparison, both within the Operations Division and across the District, and Compensation Committee review it was confirmed that the subject position be a pay grade 25.

The purpose of this job is 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.

Cost: There is no additional financial impact to the District. Funds are included in the department 2004-2005 budget.

C. Position Title: **Supervisor, Planning & Scheduling**

Division/Department: **Operations/Maintenance and Facilities Operations**  
FY2004-2005 Organizational Chart Page: 10A

Pay Grade: ~~26~~ 25 (\$54,554 - \$75,987) Point Range: 845-894

Salary Schedule: BTU/TSP

Recommended Policy Status: Revised Job Description, existing position – Final Reading

Rationale: The Supervisor, Planning & Scheduling, pay grade 25, which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and extensive consultation with the Consultant, Portolan and Grau. Based on a point factor analysis, internal matrix comparison, both within the Operations Division and across the District, and Compensation Committee review it was confirmed that the subject position should be a pay grade 25.

The purpose of this job is support continuous improvement in overall maintenance planning and scheduling by coordinating capital projects between Maintenance Operations and Facilities and Construction and overseeing the computerized maintenance management system to provide accurate and timely data for management and decision-making.

Cost: There is no additional financial impact to the District. Funds are included in the department 2004-2005 budget.

D. Position Title: **Manager, Planning & Scheduling**

Division/Department: **Operations/Maintenance and Facilities Operations**

FY2004-2005 Organizational Chart Page: 10A

Pay Grade: 27 (\$62,819 - \$87,499) Point Range: 945-994

Salary Schedule: ASPT

Recommended Policy Status: New Job Description– Final Reading

Rationale: The Manager, Planning & Scheduling, pay grade 27, which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and extensive consultation with the Consultant, Portolan and Grau. Based on a point factor analysis, internal matrix comparison, both within the Operations Division and across the District, and Compensation Committee review it was confirmed that the subject position should be a pay grade 27.

The purpose of this job is 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.

Cost: There is no additional financial impact to the District. Funds are included in the department 2004-2005 budget.

E. Position Title: **Director, Pupil Transportation**

Division/Department: **Operations/Transportation Services**

FY2004-2005 Organizational Chart Page: 10A

Pay Grade: 29 (\$71,468 - \$99,548) Point Range: 1045-1094

Salary Schedule: ASPT

Recommended Policy Status: Revised Job Description – Final Reading

Rationale: This job, which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and consultation with the Deputy Superintendent, Operations. Based on a point factor analysis, internal matrix comparison, both within the Operations Division and across the District, and Compensation Committee review it was confirmed that the subject position should remain a pay grade 29.

The purpose of this job is to provide safe and efficient bus service to all transported students.

Cost: There is no additional financial impact to the District. Funds are included in the department 2004-2005 budget.

F. Position Title: **Director of Safety**

Division/Department: **Operations/Safety**

FY2004-2005 Organizational Chart Page: 10A

Pay Grade: 30 (\$76,861 - \$107,058) Point Range: 1095-1154

Salary Schedule: ASPT

Recommended Policy Status: Revised Job Description – Final Reading

Rationale: This job, which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and consultation with the Director, Safety. Based on a point factor analysis, internal matrix comparison, both within the Operations Division and across the District, and Compensation Committee review it was confirmed that the subject position should remain a pay grade 30.

The purpose of this job is to establish, promote, and maintain safe and healthy conditions for all students and employees.

Cost: There is no additional financial impact to the District. Funds are included in the department 2004-2005 budget.

G. Position Title: **Director, Risk Management**

Division/Department: **Operations/Risk Management**

FY2004-2005 Organizational Chart Page: 10A

Pay Grade: 30 (\$76,861 - \$107,058) Point Range: 1095-1154

Salary Schedule: ASPT

Recommended Policy Status: Revised Job Description – Final Reading

Rationale: This job, which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and consultation with the Director, Risk Management. Based on a point factor analysis, internal matrix comparison, both within the Operations Division and across the District, and Compensation Committee review it was confirmed that the subject position should remain a pay grade 30.

The purpose of this job is to reduce the overall property/casualty losses to the District by planning, organizing, directing, and coordinating risk and insurance programs to control risks and mitigate losses.

Cost: There is no additional financial impact to the District. Funds are included in the department 2004-2005 budget.