

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Specialist, Quality Assurance - Custodial
CONTRACT YEAR:	Twelve months
PAY GRADE:	20

QUALIFICATIONS:

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

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

ADDITIONAL REQUIREMENTS: Prefer prior experience to include working as an Assistant Head Facilities Serviceperson or equivalent. Certification as applicable is required. Requires a valid Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. Bilingual skills preferred. Computer skills as required for the position.

OR

EDUCATION: An earned associate'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: Preferred degree majors include building construction or related field. Certification as applicable preferred. Prefer experience in facilities services working as an Assistant Head Facilities Serviceperson or equivalent. Requires a valid Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. Bilingual skills preferred. Computer skills as required for the position.

REPORTS TO: Manager, Custodial/Grounds

SUPERVISES: None

POSITION GOAL: Ensure that the Broward County Schools' instructional physical facilities in the assigned area are maintained in a condition of operating excellence so that full educational use is available at all times by observing custodial and related services, reporting conditions, and advising on areas requiring improvement.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Specialist, Quality Assurance - Custodial shall:

1. observe school custodial conditions for quality of workmanship, specified materials, progress, safety and cleanliness during each visit.
2. provide the Manager, Custodial/Grounds with daily activity reports to document that required periodic visits are conducted in accordance with district policy and advise on areas requiring improvement.
3. ensure custodial issues that have been identified from the site review are resolved by advising the Manager, Custodial/Grounds of problems requiring further action.
4. ensure compliance with Indoor Air Quality policy by performing spot check operation of air conditioning systems and inspecting filters.
5. perform annual review of each assigned school; prepare report of conditions observed through site review and follow-up on all conditions identified as unsatisfactory. Work with site administration and facility servicepersons to identify opportunities and advise on strategies for improvement.
6. ensure school sites meet safety standards by reviewing operational items identified from safety inspections with appropriate custodial personnel to facilitate timely completion of work orders.
7. participate in the screening and hiring process, at the request of the principal, of all custodial job candidates meeting the required job qualifications; conduct training programs to ensure quality and efficiency of work performance and recommend formal training programs for further skill development; perform periodic performance evaluations of custodial workers to ensure performance is meeting expectations.
8. review work schedules for Head Facilities Serviceperson, Facilities Serviceperson, and Yard person.
9. maintain necessary personnel and other records related to the assignment.
10. order materials as needed and evaluate current supplies and equipment for future purchase recommendations.
11. assist in the evaluation of new materials, equipment, chemicals, training programs, and processes as to their utilization in the school district.
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 Manager, Custodial/Grounds or designee.

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

Frequently communicates with Principals and custodial servicepersons in assigned area to perform site reviews and ensure custodial quality standards are met. Periodically communicates with staff outside the unit to coordinate required materials and services.

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 not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Specialist, Quality Assurance - Custodial
Point Range: 655 – 684

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.

Specialist, Quality Assurance - Custodial (Cont.)

Point Range: 655 – 684

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	N/A	C	B	B	D

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Supervisor II, Custodial
CONTRACT YEAR:	Twelve Months
PAY GRADE:	23

QUALIFICATIONS:

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

EXPERIENCE: Minimum of seven (7) years of increasingly responsible experience and/or training in the field related to the title of the position.

ADDITIONAL REQUIREMENTS: Prefer more complex experience in providing facilities services as facilities serviceperson worker with a minimum of two (2) years supervisory experience required. Certification as a Master Custodian is preferred. Demonstrated proficiency is required in the use of floor plans, fish plans, and building schematics to determine resource utilization and required materials. Requires a valid Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. Bilingual skills preferred. Computer skills as required for the position.

OR

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

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

ADDITIONAL REQUIREMENTS: Preferred degree majors include building construction or related field. Certification as applicable preferred. Prior experience as facilities serviceperson worker with a minimum of two (2) years supervisory experience required. Demonstrated proficiency is required in the use of floor

plans, fish plans, and building schematics to determine resource utilization and required materials. Requires a valid Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. Bilingual skills preferred. Computer skills as required for the position.

REPORTS TO: Manager, Custodial/Grounds

SUPERVISES: Mobile custodial crew, floor refinishing crews, department custodial staff, custodial training and support, cleaning contracts

POSITION GOAL: To oversee the custodial and related services in the assigned area of the school district, comprising 50 - 65 schools consisting of approximately nine (9) million square feet under air, in an acceptable manner so that the physical facilities are maintained in a condition of operating excellence and full educational use may be made at all times.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor II, Custodial shall:

1. develop recommendations for efficient resource utilization which aligns with district goals and standards by evaluating and developing work schedules for Head Facilities Serviceperson, Facilities Serviceperson, Yard persons, and school site repairpersons.
2. unitize individual schools for custodial and grounds staffing, material and equipment requirements; coordinate staffing needs throughout the assigned area on a school-by-school basis.
3. supervise work of up to 25 direct reports consisting of floor care crews, mobile custodial crews, and department custodial staff; plan and coordinate mobile unit crew work locations with appropriate site administrator; indirectly supervise site custodial and grounds personnel in performance of maintenance duties.
4. develop and implement programs to ensure efficient operation of air conditioning systems from a cleaning perspective.
5. inspect sites for quality of workmanship, specified materials, progress, safety and cleanliness during each visit; recommend required actions to meet quality standards.
6. document and report on all complaints received from schools; communicate custodial challenges/issues to Manager, Custodial/Grounds as well as appropriate site administrator and area director; determine actions required to meet quality standards.
7. prepare daily activity report and advise Manager, Custodial/Grounds of any problems requiring further clarification or investigation.
8. assist in budget and bid preparation.
9. maintain necessary personnel and other records related to the assignment.
10. participate in the screening and hiring process of all custodial jobs to ensure candidates meet the required job qualifications; conduct training programs to ensure

quality and efficiency of work performance and recommend formal training programs for further skill development; perform periodic performance evaluations of custodial workers to ensure performance is meeting expectations.

11. conduct and coordinate safety, compliance, and skill-based training programs at each assigned school or center and within the work assignment of each facilities serviceperson. Training programs will include the specific duties of the work assignments, effective fire and safety programs and be scheduled at least once a year, training to be accomplished according to an established schedule. Coordinate product-specific training with vendors.
12. coordinate, implement, and monitor quality assurance programs and pilot projects in the use of new cleaning products, equipment, work practices, and methodologies.
13. coordinate with purchasing to develop bid specifications for material and equipment; recommend supplies and equipment for future purchase; implement new materials, equipment and processes and evaluate their effectiveness to ensure continuous process improvement.
14. contribute to indoor environmental quality and Tools for Schools Program by providing adequate custodial support.
15. participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
16. review current development, literature and technical sources of information related to job responsibility.
17. ensure adherence to good safety procedures.
18. follow federal and state laws, as well as School Board policies.
19. perform other duties as assigned by the Manager, Custodial/Grounds or designee.

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

Provide work direction on a daily basis to custodial crews; communicate custodial challenges/issues to appropriate site administrator and area director; coordinate material and equipment order requirements with purchasing; works with Training and Quality Assurance to coordinate training and quality of work benchmarks.

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 II, Custodial
Point Range: 755 – 794

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 II, Custodial (Cont.)

Point Range: 755 – 794

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	B	C	B	C	D

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Supervisor II, Grounds
CONTRACT YEAR:	Twelve Months
PAY GRADE:	23

QUALIFICATIONS:

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

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

ADDITIONAL REQUIREMENTS: Certifications preferred in pest control and playground safety. Prefer progressively more complex experience involving one or more of the following: commercial landscape construction projects (including an apprenticeship, if applicable) in grounds maintenance, including irrigation, horticulture, arboriculture, pest control, playgrounds, fencing, heavy equipment and lawn care. Requires a minimum of two (2) years supervisory experience, preferably in lawn care or landscape contracted services.

Requires a valid Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. Bilingual skills preferred. Computer skills as required for the position.

OR

EDUCATION: An earned associate'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:**

Preferred degree majors include landscape construction, horticulture, parks and recreation, or related field. Certifications preferred in pest control and playground safety. Prefer progressively more complex experience involving one or more of the following: commercial landscape construction projects (including an apprenticeship, if applicable) in grounds maintenance, including irrigation, horticulture, arboriculture, pest control, playgrounds, fencing, heavy equipment and lawn care. Requires a minimum of two (2) years supervisory experience, preferably in lawn care or landscape contracted services.

Requires a valid Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. Bilingual skills preferred. Computer skills as required for the position.

REPORTS TO:

Grounds Manager

SUPERVISES:

Grounds employees assigned to the department

POSITION GOAL:

To assist the Grounds Manager, principals and site administrators in unitizing and maintaining all grounds of the school district in a condition of operating excellence so that full educational use of them may be made at all times by overseeing the delivery of grounds maintenance service which meets or exceeds quality standards for the facilities in the assigned area and/or function (grounds, playground, fencing, irrigation, pest control, etc.).

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor II, Grounds shall:

1. assist in the unitizing, planning, coordinating, constructing, repairing and maintenance of the various grounds for the facilities within the assigned area in the school district.

2. work from drawings and sketches to estimate materials, supplies, manpower and total cost when required; clarify interpretation, if requested, with relation to plans and specifications.
3. assist with the preparation of a master work schedule for multiple trade assignments by coordinating the work load for a minimum of three (3) foremen and twenty-five (25) to forty (40) trades people.
4. assign the work to multiple trades according to work orders and visit each job assigned at frequent intervals; inspect for conformance to plans, specifications, codes where applicable.
5. evaluate completed work orders relative to time required to perform the work, materials used, etc., and approve time cards.
6. inspect job for quality of workmanship specified materials, progress, safety and cleanliness during each visit.
7. coordinate with principals and area directors to ensure current grounds support meets customer requirements; jointly plan future grounds and capital outlay projects.
8. perform annual inspection of each assigned school to ensure the safety of all grounds and equipment. Perform follow-up inspection on all unsatisfactory ratings and verify that corrective work has been completed. Coordinate with district-wide Safe School program to assist with master plan
9. prepare a daily activity report and advise the Grounds Manager of any problems requiring further discussion or clarification.
10. assist in budget and bid specification preparation.
11. utilize data-based problem solving to determine effective resource utilization, including required staffing, equipment, consumable supplies, by analyzing department data and established industry benchmarks.
12. order required materials and make recommendations of supplies and equipment for purchase. Be responsible for daily check with the stockroom on re-supply of critical items, plus the location and procurement of emergency parts.
13. serve as liaison with garage on scheduling of service and repair of assigned grounds vehicles.
14. maintain necessary personnel and other records related to the assignment.
15. participate in the screening and hiring process of all grounds maintenance job candidates meeting the required job qualifications. Train assigned personnel to ensure quality and efficiency of work performance and recommend formal training programs for further skill development. Evaluate employee job performance to ensure performance is meeting expectations.
16. ensure assigned personnel maintains required licenses/certifications in active, valid status to retain continued employment with the Broward County School District.

17. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
18. review current developments, literature and technical sources of information related to job responsibility.
19. ensure adherence to good safety procedure.
20. follow federal and state laws, as well as School Board policies.
21. perform other duties assigned by the Grounds Manager or designee.

SIGNIFICANT CONTACTS -frequency, contact, purpose, and desired end result:

Provides daily work direction to assigned grounds crews. Coordinates with appropriate personnel outside of the department to ensure procurement of required supplies, maintenance of vehicles and equipment, and recruitment of new personnel. Works with principals, site administrators and area directors on a daily basis to ensure grounds maintenance meets customer service requirements.

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 II, Grounds
Point Range: 755 – 794

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.

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- C. 26 – 50 number supervised.
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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 II, Grounds (Cont.)

Point Range: 755 – 794

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?

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- 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	C	C	B	C	D

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE: Analyst, Energy Conservation

CONTRACT YEAR: Twelve Months

PAY GRADE: 23

QUALIFICATIONS:

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

EXPERIENCE: Minimum of three (3) years of experience and/or training in the field related to the title of the position.

ADDITIONAL REQUIREMENTS: Prefer degree major in engineering or related field. Prior experience required in coordinating the repair and maintenance of computerized energy management and security systems (EMS). Prior experience with Broward County School District's communication protocols in coordinating technological training programs, radio communications, wireless data transmission, or data networks preferred. Bilingual skills preferred. Computer skills as required for the position.

OR

EDUCATION: An earned associate'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: Prefer degree major in engineering or related field. Prior experience required in coordinating the repair and maintenance of computerized energy management and security systems (EMS). Prior experience with Broward County School District's communication protocols in coordinating technological training programs, radio communications, wireless data transmission, or data networks preferred. 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: Minimum of seven (7) years of experience and/or training in the field related to the title of the position.

ADDITIONAL REQUIREMENTS: Prior experience required in coordinating the repair and maintenance of computerized energy management and security systems (EMS). Prior experience with Broward County School District's communication protocols in coordinating technological training programs, radio communications, wireless data transmission, or data networks preferred. Bilingual skills preferred. Computer skills as required for the position.

REPORTS TO: Project Manager III, Energy Conservation Utility Management

SUPERVISES: Technical Personnel as may be assigned

POSITION GOAL: Support effective use of energy management/security/utility monitoring/lighting systems throughout the District by providing assistance to District sites through energy management and systems monitoring, analysis, and problem-solving.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Analyst, Energy Conservation shall:

1. assist school-based staff, district departments and vendors by being the primary contact regarding the operation and maintenance of Energy Management and Security Systems.
2. troubleshoot and refine HVAC and EMS system functionality by reviewing historical data, analyzing trend reports, and adjusting remote sensors to ensure optimal system output; coordinate with other systems as applicable.
3. coordinate the maintenance and repair of computerized Energy Management and Security Systems in School Board owned facilities by dispatching Energy Management and Security (EMS) and vendor technicians to repair malfunctioning equipment; document all service calls preformed, both in-house and vendor technicians, by utilizing the work order tracking system; provide daily service call status to the Risk Management and Security Department to ensure security system integrity.

4. develop, schedule, and present training programs for User Groups on energy management/conservation and the various energy management technological systems utilized by the department within the school district.
5. ensure efficiency of energy utilization and security of District personnel by managing and monitoring the security, air conditioning, and lighting systems at all school and administrative sites and identifying discrepancies /issues in system functions.
6. analyze discrepancies /issues in system functions by investigating out of parameter readings in daily operating systems.
7. monitor the effectiveness of the systems utilized by the Energy Conservation Utility Management department by creating reports and analyzing discrepancies.
8. ensure continuous improvement of energy management/conservation initiatives by developing reports which track system efficiency, system anomalies, financial impact, and customer satisfaction level.
9. ensure efficient operation of computerized Energy Management and Security Systems by installing computer programming changes/upgrades as required utilizing annual platform global software changes; maintain software file integrity by performing daily EMS backup.
10. coordinate with purchasing to specify and order replacement parts and equipment used to repair EMS systems; coordinate and track the delivery to ensure the EMS Technicians have the parts and equipment required to complete repairs.
11. act as a liaison between the Energy Conservation Utility Management Department, system vendors, schools, and departments in the support of various energy/utility/security systems; coordinate systems interface with data and telephone networks.
12. perform and promote all activities in compliance with equal employment and nondiscrimination policies of Broward County Public Schools.
13. participate, successfully, in the staff development programs offered to increase the individuals skill and proficiency related to assignments.
14. interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
15. review current developments, literature and technical sources of information related to job responsibility.
16. ensure adherence to good safety procedures.
17. follow federal and state laws, as well as School Board policies.
18. perform other duties as assigned by Project Manager III, Energy Conservation Utility Management or designee.

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

Act as a liaison between the Energy Conservation Utility Management Department, system vendors, schools, and departments to support energy/utility/security systems.

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.

Analyst, Energy Conservation
Point Range: 755 – 794

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.

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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	N/A	C	B	C	D