

School Board Agenda Item C-2
March 15, 2005

Executive Summary

Proposed New and Revised Job Descriptions and Minimum Qualifications
For Maintenance and Facilities Operations Positions
For The School Board of Broward County, Florida

A. **Position Title: Specialist, Quality Assurance - Custodial**

Division/Department: Operations/Maintenance and Facilities Operations/Custodial & Grounds/Custodial

Pay Grade: 20 (\$38,338 - \$53,399) Point Range: 655-684

Salary Schedule: BTU/TSP

Recommended Policy Status: New Job Description – First Reading

Rationale: This job, which represents four (4) positions, was identified as an integral element of the plan to ensure continuous improvement in custodial services. Pertinent information was gathered through review of documentation and extensive consultation with the Manager, Custodial/Grounds and the Executive Director, Maintenance & Facilities Operations. Based on a point factor analysis, internal matrix comparison, and Compensation Committee review it was determined that the subject position should be a pay grade 20.

The purpose of this job is to ensure that the Broward County Schools' instructional facilities in the assigned are maintained in a condition of operating excellence by observing custodial and related services, reporting conditions, and advising on areas requiring improvement. Approval is requested to advertise for vacant positions after the first reading.

Cost: There is no additional financial impact to the District. The source of funding is the approved FY2004-2005 departmental budget.

B. **Position Title: Supervisor II, Custodial**

Division/Department: Operations/Maintenance and Facilities Operations/Custodial & Grounds/Custodial

Pay Grade: 23 (\$47,372 - \$65,983) Point Range: 755-794

Salary Schedule: BTU/TSP

Recommended Policy Status: New Job Description – First Reading

Rationale: This job, which represents five (5) positions, was identified as an integral element of the plan to ensure continuous improvement in custodial services. Pertinent information was gathered through review of documentation and extensive consultation with the Manager, Custodial/Grounds and the Executive Director, Maintenance & Facilities Operations. Based on a point factor analysis, internal matrix comparison, and Compensation Committee review it was determined that the subject position should be a pay grade 23.

The purpose of this job is to supervise the delivery of custodial and related services in the assigned area to ensure that physical facilities are maintained in a condition of operating excellence so that full educational use may be made at all times. Approval is requested to advertise for vacant positions after the first reading.

Cost: There is no additional financial impact to the District. The source of funding is the General Fund from the approved FY2004-2005 budget.

C. Position Title: **Supervisor II, Grounds**

Division/Department: **Operations/Maintenance and Facilities Operations/Custodial & Grounds**

Pay Grade: 23 (\$47,372 - \$65,983) Point Range: 755-794

Salary Schedule: BTU/TSP

Recommended Policy Status: New Job Description – First Reading

Rationale: This job, which represents three (3) positions, was identified as an integral element of the plan to ensure continuous improvement in grounds services. Pertinent information was gathered through review of documentation and extensive consultation with the Manager, Custodial/Grounds and the Executive Director, Maintenance & Facilities Operations. Based on a point factor analysis, internal matrix comparison, and Compensation Committee review it was determined that the subject position should be a pay grade 23.

The purpose of this job is to supervise the delivery of grounds and related services in the assigned area to ensure that Broward County School District grounds are maintained in a condition of operating excellence so that full educational use may be made at all times. Approval is requested to advertise for vacant positions after the first reading.

Cost: There is no additional financial impact to the District. The sources of funding are 55% from the Capital Fund and 45% from the General Fund, as approved for the FY2004-2005 budget.

D. Position Title: **Analyst, Energy Conservation**

Division/Department: **Operations/Maintenance and Facilities Operations/Energy Conservation Utility Management**

Pay Grade: 23 (\$47,372 - \$65,983) Point Range: 755-794

Salary Schedule: BTU/TSP

Recommended Policy Status: New Job Description – First Reading

Rationale: This job, which represents one (1) position, was identified as an integral element of the plan to ensure continuous improvement of energy utilization and energy system maintenance. Pertinent information was gathered through review of documentation and extensive consultation with the Project Manager III, Energy Conservation Utility Management and the Executive Director, Maintenance & Facilities Operations. Based on a point factor analysis, internal matrix comparison, and Compensation Committee review it was determined that the subject position should be a pay grade 23.

The purpose of this job is to support the effective use of energy management/security/utility monitoring/lighting systems throughout the District through energy management and systems monitoring, analysis, and problem-solving. Approval is requested to advertise for vacant positions after the first reading.

Cost: There is no additional financial impact to the District. The sources of funding are 55% from the Capital Fund and 45% from the General Fund, as approved for the FY2004-2005 budget.