

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

**SUBJECT: JOB DESCRIPTIONS UPDATE FOR PROFESSIONAL AND TECHNICAL
POSITIONS**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Authorization of the Board is requested to prescribe minimum qualifications for positions pursuant to Florida Statutes 1001.42 and 1012.22. Attached are copies of the job descriptions identifying additions, deletions of the minimum qualifications and change of title.

RECOMMENDED: That effective July 12, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve changes to minimum qualifications for the following MEP and DCSAA positions:
 - a. Administrative Director, Maintenance Operations, MEP pay grade 24, Facilities Operations
 - b. Administrative Director, Transportation, MEP pay grade 24, Department of Transportation
 - c. District Director, Transportation Operations, MEP pay grade 23, Department of Transportation
 - d. District Director, Facilities Operations, MEP pay grade 23, Facilities Operations
 - e. Executive Director, Sourcing Management, MEP pay grade 22, Facilities Operations
 - f. Executive Director, Facilities, DCSAA pay grade 47, Facilities Operations
 - g. Director II, Regulatory Compliance, DCSAA pay grade 46, Facilities Operations
 - h. Director, Payroll, DCSAA pay grade 45, Payroll Department
 - i. Supervisor II, Stores and Distribution, DCSAA pay grade 44, Stores and Distribution
 - j. Supervisor II, Facilities Management, DCSAA pay grade 44, Educational Facilities Code Compliance
 - k. Supervisor I, Sourcing Contract, DCSAA pay grade 43, Facilities Operations

- l. Deduction Control Officer, DCSAA pay grade 42 Payroll Department
 - m. Coordinator II, Preventative Maintenance, DCSAA pay grade 41, Facilities Operations
 - n. Coordinator II, Operations and Training, DCSAA pay grade 41, Facilities Operations
 - o. Coordinator II, Environmental Resources, DCSAA pay grade 41, Facilities Operations
 - p. Coordinator II, Central Stockroom, DCSAA pay grade 41, Department of Transportation
 - q. Coordinator I, Construction Maintenance, DCSAA pay grade 40, Facilities Operations
 - r. Project Coordinator, DCSAA pay grade 40, Facilities Operations
 - s. Manager III, Facilities Operations, DCSAA pay grade 39, Facilities Operations
2. Approve changes to minimum qualifications and title change for the following MEP and DCSAA positions:
- a. Operations Officer, MEP pay grade 25, Facilities Operations
 - b. Administrative Director, Facilities Operations, MEP pay grade 24, Facilities Operations Maintenance
 - c. Executive Director, Employee Resources, MEP pay grade 22, Facilities Operations
 - d. Director II, Employee Resources, DCSAA pay grade 46, Facilities Operations
 - e. Director II, Finance, DCSAA pay grade 46, Facilities Operations
 - f. Director I, Facilities Operations, Regional Maintenance Centers, DCSAA pay grade 45, Facilities Operations
 - g. Director I, Educational Facilities Administration and Planning, DCSAA pay grade 45, Educational Facilities Administration and Planning
 - h. Director I, Facilities Operations Regional Maintenance Centers, DCSAA pay grade 45, Facilities Operations
 - i. Supervisor I, Facilities Operations Customer Service, DCSAA pay grade 43, Facilities Operations
 - j. Coordinator III, Roofing, DCSAA pay grade 42, Facilities Operations
 - k. Coordinator III, Finance Facilities Operations, DCSAA pay grade 42, Facilities Operations
 - l. Coordinator II, Portable Facilities, DCSAA pay grade 41, Facilities Operations
 - m. Coordinator I, Facilities Operations, DCSAA pay grade 41, Facilities Operations

3. Approve title change for the following MEP positions:
 - a. Assistant Superintendent, Early Childhood Programs, MEP pay grade 25, Curriculum, Instruction and School Improvement
 - b. Executive Director, Personnel Operations and Network Services, DCSAA pay grade 47, Office of Human Resources

MV:mtp

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|---|
| 1. | JOB TITLE: | Administrative Director, Maintenance Operations |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Operations Officer |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | 0730 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | April 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, May 19, 2004 |
| 9. | POSITION REVIEWED: | April 3, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Supervises the activities of administrators responsible for regional maintenance center operations, support services, and plant operations. Responsible for emergency response, the preventative and scheduled maintenance programs, service calls and repairs accomplished by both contracted services and Board employees.

EXAMPLE OF DUTIES

1. Supervises the activities of administrators responsible for regional maintenance operations and support services.
2. Develops methods of reporting department activities on key performance indicators.
3. Manages substantial department budget.
4. Reviews and approves the development of department operating budget and makes recommendations in the development of the capital project budget.

5. Assists with the coordination of the Facilities construction projects with those of Capital Construction, Plant Operations, and the Department of Asbestos and Safety, and other units as appropriate.
6. Organizes and provides leadership for cost effective use of resources, including labor, equipment, facilities, vehicles, supplies, and contracted services.
7. Oversees the regional maintenance centers formal customer site visit program; communicates with school site administrators, Regional Centers, parent organizations and other departments regarding the status of maintenance services.
8. Plans and directs Maintenance Operations' facilities assets management program.
9. Reviews and approves purchase order requisitions for services district wide.
10. Maintains, compiles, and reports on district wide activities as they relate to the facilities management and Special Projects.
11. Develops and implements programs to integrate into the facilities master work plan the mandatory maintenance items transferred from the Capital Improvement Program.
12. Interacts with the Capital Improvement Committee and Technical Review Committee for Facilities Operations.
13. Serves as a member of the Emergency Command Center team.
14. Recommends improvements in materials, specifications, and plans for new construction and alterations to the School Board architects and engineers.
15. Assists in the development of the operational budgets and maintains such records of fund utilizations.
16. Monitors and coordinates compliance with District policies and procedures as they relate to Procurement.
17. Evaluates and recommends functions and services that would be in the best interest of the District to contract.

18. Provides training to administrators in the use of facilities management services; performs evaluations of staff members; ensures employee and contractor compliance with applicable Board rules.
19. Serves as labor relations resource when developing policies and strategies. Participates in the collective bargaining process and serves on management team.
21. Remains on call 24 hours to address District priorities, emergencies and natural disasters.
22. Performs other duties comparable to the above, as the above duties described only the typical, primary features of the job.
20. Performs other duties related to general administrative responsibilities as assigned by the Operations Officer.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: reaching, sitting, mobility, finger dexterity, grasping, talking, hearing, and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's Degree in Engineering, Architecture, Construction Management, Public Administration, Business Administration or other related field. Master's Degree in any of these areas preferred.
2. Ten (10) years experience in management with five (5) years in direct supervision of managers responsible for the daily activities of a large multi-trade workforce engaged in the maintenance and minor construction activities of a large school district, public institution, or related private company.
3. Registered professional engineer or architect in Florida preferred.
4. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, and maintenance of educational and ancillary facilities.
5. Skilled in the use of computerized maintenance management systems and project scheduling software.

6. Thorough knowledge of physical plant or facilities equipment operation, maintenance and design; and knowledge of leading edge methods of providing efficient and effective facilities operations services desired.
7. Knowledge of all facets of facilities management and the construction industry, including planning, estimating, budgeting, scheduling, and reporting.
8. Experience managing a full service facility maintenance program for multi-facility building locations.
9. Ability to supervise personnel and/or processes.
10. Demonstrated ability to communicate effectively in both oral and written forms.
11. Possession of valid Florida driver's license.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|--|
| 1. | JOB TITLE: | Administrative Director, Transportation |
| 2. | DEPARTMENT: | Department of Transportation |
| 3. | IMMEDIATE SUPERVISOR: | Deputy Superintendent, Business Operations |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | 0742 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | May 24, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | POSITION REVIEWED: | May 16, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Plans, organizes and manages the Department of Transportation. Ensures that the correct policies are in place to provide timely, accurate, efficient and cost effective operational responses that will satisfy the needs of the District. The annual operating budget for the Department of Transportation is approximately \$88 million and covers in excess of 3,100 employees. Responsibilities include the operation of more than 1750 vehicles that transport approximately 69,500 students daily out of eight terminal complexes. Reports to the Deputy Superintendent, and assists in the policy making decisions made at that level.

EXAMPLE OF DUTIES

1. Plans, organizes, manages and directs the Department of Transportation including direct supervision of nine administrators.
2. Meets with appropriate District and school level personnel to assess short and long range support operations' needs for the District.
3. Plans, coordinates, and obtains the necessary funds for the acquisition of appropriate capital equipment as called for in the ten (10) year Bus Replacement Plan.

4. Identifies the need for major capital items such as garage sites, facility improvements, software packages, etc., and identifies acceptable solutions.
5. Develops appropriate goals and objectives for the Department of Transportation and monitors the progress.
6. Supervises, assesses and evaluates performance of administrators reporting directly to this position. Monitors personnel performance appraisal plans for all administrators in the Department of Transportation.
7. Recommends appointment, retention, promotion, and organizational structure of administrators and office personnel throughout the Department of Transportation.
8. Represents the District on external projects relating to Business Operations in dealings with the Federal, State, County, Community Agencies, general public, and the news media.
9. Responsible for the development, implementation and enforcement of the relevant policies and procedures which will ensure that Federal and State laws, plus School Board Rules are followed.
10. Develops collective bargaining contract proposals, as well as participates as a member of the negotiating team, on behalf of the departments within Business Operations.
11. Actively seeks out and implements ways to improve the efficiency, cost effectiveness and quality of the operations.
12. Develops and monitors the Department of Transportation's budget.
13. Establishes in-service development programs for the administrators and other selected staff members.
14. Prepares Board agenda items related to the Department of Transportation.
15. Assigns the quantity of buses, drivers, aides, and other resources for each terminal.
16. Directs the development of the Florida Education Finance Program (F.E.F.P.) report to the State, three times a year, which is the basis for state funding of Transportation.
17. Directs and reviews the establishment of District-wide bus route schedules. Directs and monitors the fleet maintenance program.

18. Responsible for planning, coordinating, and assigning buses for transportation of large number of students for special events related to school, government and civic sponsored activities, such as Orange Bowl Classic festivities.
19. Forecasts the five-year facility needs and takes action to satisfy those needs.
20. Forecasts the future needs for bus drivers and schedules training classes to satisfy those needs.
21. Performs other duties as assigned by the Deputy Superintendent, School Operations.

PHYSICAL REQUIREMENTS

This position requires the following physical activities: twisting, reaching, sitting, standing, mobility, finger dexterity, repetitive motions, talking, hearing and visual acuity. The work is performed both indoors and outdoors, with frequent local travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's Degree in transportation, business administration or related field.
2. Minimum of five (5) years responsible administrative or supervisory experience in transportation.
3. Experience with automated systems that are suitable for a large metropolitan school District.
4. Familiarity with the Federal regulations and industry standards affecting operations in public transportation, and procurement.
5. Ability to communicate effectively as evidenced by clarity and conciseness of oral presentation and submitted documents.
6. Valid Florida driver's license.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|--|
| 1. | JOB TITLE: | District Director, Transportation Operations |
| 2. | DEPARTMENT: | Department of Transportation |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | 0877 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | June 1, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item H-4, June 16, 2004 |
| 9. | POSITION REVIEWED: | May 31, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Assists the Administrative Director of the Department of Transportation in planning, organizing, and managing the operations of the Department of Transportation. Assists in ensuring that correct policies are in place to provide timely, accurate, efficient and cost effective operational responses that will satisfy the needs of the district. Responsibilities include overseeing the operational management of eight terminal complexes that operate over 1,400 routes per day transporting over 71,000 students daily with over 3,100 employees.

EXAMPLE OF DUTIES

1. Supervises the office staff of the central administration of the Department of Transportation.
2. Supervises, assesses and evaluates performance of administrators reporting directly to this position. Monitors personnel performance appraisal plan for all administrators in the Department of Transportation.
3. Supervises the selection, training and assignment of school bus drivers and ensures compliance with Federal, State and local laws and requirements.
4. Supervises the use of computer enhanced school bus routing systems and the development of a centralized computer routing system.

5. Assists the Administrative Director of Transportation in the development of the budget, reports and records.
6. Oversees the Center Directors in the planning, coordinating and assignment of buses for transporting large numbers of students for special occasions related to school/governmental sponsored activities.
7. Assigns drivers, attendants and other resources to each terminal, and assists in forecasting the future personnel needs of the department.
8. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisors.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: twisting, reaching, sitting, standing, mobility, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed both indoors and outdoors, with frequent local travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree with a minimum of five (5) years supervisory work experience in a school bus transportation department, municipal transit department, or operations department of a large school district.
2. Ability to respond constructively to stressful situations, resulting from short deadlines, complex employee personnel requirements, and school and parental complaints, as evidenced by submitted information/documentation.
3. Ability to communicate effectively as evidenced by clarity and conciseness of oral presentation and submitted documents.
4. Valid Florida driver's license.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|--|
| 1. | JOB TITLE: | District Director, Facilities Operations |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Operations Officer |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | 0903 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | April 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | POSITION REVIEWED: | April 3, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for the development, planning, administration, coordinating and implementation of activities pertaining to the District's capital renewal initiatives and comprehensive maintenance program, including inspection of facilities; preventive maintenance; building systems and equipment planned replacement programs; design process; and ensuring compliance with all applicable standards, rules, regulations, and procedures of the School Board, as well as applicable local, State and Federal regulations.

EXAMPLE OF DUTIES

1. Provides leadership and management for a diverse, full service facility operations staff comprised of technical, professional, administrative, licensed and non-licensed tradespeople and support staff, to effectively and efficiently maintain and make improvements to District facilities.
2. Develops, implements and directs a comprehensive inspection and preventive/planned maintenance program. Prepares quarterly, annual and five year projected planned maintenance and capital projects based on life cycle replacement schedules; maintenance history records; and periodic inspections.
3. Provides strategic leadership and assumes responsibility for the successful execution of building renovations and modernization projects with consideration to safety, quality, budget and established timelines.

4. Enforces the implementation of policies and procedures for adherence to Board Rules, code requirements, and governmental regulations and statutes. Contributes to revisions of established standards, rules, regulations and procedures of the Department and School Board in accordance with applicable regulations and statutes.
5. Supervises staff working alternate shifts. Plans work schedules and budgets, and allocates resources as required by District and administrative priorities.
6. Directs staff to conduct site visits for review of employees and contractor's work; delivery of project scope; timely progress; and adherence to budget.
7. Administers performance plans and evaluations for applicable staff. Performs probationary evaluations with trade employees in accordance with their applicable bargaining unit agreement.
8. Directs the collection, review, analysis, and evaluation of data, and generates written and electronic reports to be used by various administrative levels and departments throughout the District.
9. Maintains current working knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, maintenance and safe environments of educational and ancillary facilities.
10. Ensures adherence to established policies and procedures, and collective bargaining agreements, and is responsible for evaluating personnel.
11. Remains on-call 24 hours a day to respond to emergencies and District priorities.
12. Develops, manages and coordinates responses for disasters, emergencies and District priorities in accordance with Facilities Operations and District guidelines.
13. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, balancing, bending, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, hazards, and atmospheric conditions. The work is performed indoors and outdoors. Frequent in-county travel is required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A Bachelor's degree in Architecture, Business, Engineering, Construction Management or related field. Master's degree desired-preferred.

2. Ten (10) years of documented experience working for a large corporation or public agency with progressive managerial experience with five (5) of those years supervising multiple technical, professional or managerial employees of a large capital construction team or as an administrator in a full service facilities maintenance department.
3. Registered Engineer or Architect in Florida preferred.
4. Thorough knowledge of physical plant or facilities equipment operation, maintenance and design; and knowledge of leading edge methods of providing efficient and effective facilities operations services desired.
5. Demonstrated Knowledge of all facets of facilities management and/or the construction industry, including planning, estimating, budgeting, scheduling, and reporting.
6. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy and maintenance of educational and ancillary facilities.
7. Ability to manage a full service facility maintenance program for multi-facility building locations in a large geographic metropolitan and suburban area.
8. Skilled in the use of computerized maintenance management systems and project scheduling software.
9. Demonstrated ability to communicate effectively in both oral and written forms.
10. Ability to supervise personnel and/or processes.
11. Possession of a valid Florida driver's license.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Executive Director, Sourcing Management
2.	DEPARTMENT:	Facilities Operations
3.	IMMEDIATE SUPERVISOR:	Administrative Director, Facilities Operations
4.	PAY GRADE:	22
5.	JOB CODE:	0750
6.	BARGAINING UNIT:	6
7.	DATE OF LAST REVISION:	April 5, 2006
8.	POSITION AUTHORIZED:	Board Item A-3, August 25, 1999
9.	POSITION REVIEWED:	April 4, 2006
10.	MINIMUM QUAL. CHANGE:	Board Item D-24, July 12, 2006

OCCUPATIONAL SUMMARY

Directs, coordinates, and controls maintenance programs which include the planned preventive and failure maintenance efforts, through centralized support resources and contracted services. Ensures compliance with District policies and procedures as they relate to the use of Construction, Procurement and Consulting contracts.

EXAMPLE OF DUTIES

1. Supervises the activities of administrators responsible for planned preventive and failure maintenance efforts; ensuring compliance with District, State and federal regulations.
2. Supervises the activities of the administrators responsible for maintenance and mini-construction contracted services District wide.
3. Develops, coordinates, and monitors procurement term bids for contracted services District wide.
4. Reviews and approves purchase order requisitions for contracted services District wide.
5. Develops, monitors and evaluates procedures for the use of professional service consulting contracts, job order contracts, and procurement term bid contracts.
6. Maintains, compiles, and reports on District wide activities as they relate to the Job Order Contract program and the Special Projects Consulting program.

7. Monitors contract service document compliance with applicable State and local codes and regulations.
8. Initiates, coordinates and monitors traditional construction contracts for the renovation or remodeling of Board owned and leased facilities.
9. Assists management in evaluations of outside contractor's performance and contract compliance for new and modified facilities.
10. Recommends improvements in materials and specifications and plans for new construction and alterations to the School Board architects and engineers.
11. Assists in the development of the operational and capital outlay budgets and maintains such records of fund utilizations.
12. Monitors and coordinates compliance with District policies and procedures as they relate to the use of Construction, Procurement and Consulting contracts.
13. Assists management in evaluating functions and services that would be in the best interest of the District to contract.
14. Assists management in the evaluation and selection of professional design firms.
15. Assists management in the training of administrators in the use of contracted services.
16. Remains on call 24 hours to address District priorities, emergencies and natural disasters.
17. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: reaching, sitting, walking, finger dexterity, grasping, talking, hearing and visual acuity. The work is performed indoors and outdoors and requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Engineering, Architecture, Construction Management, Public Administration or other related field. ~~and three (3) years of documented experience in developing, organizing and executing facility maintenance related term bids, and mini construction contracts including seven (7) years of experience in direct supervision of personnel.~~ Master's degree in related field preferred.

2. Ability to communicate effectively in both oral and written forms. Seven (7) years documented experience in developing, organizing and executing facility maintenance and construction contracts.
3. Possession of a valid Florida driver's license. Three (3) years experience in direct supervision of construction, trade or contracted personnel.
4. Registered Engineer or Architect in Florida preferred.
5. Demonstrated ability to communicate effectively in both oral and written forms.
6. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, procurement and maintenance of educational and ancillary facilities.
7. Skilled in the use of computerized maintenance management systems and project scheduling software.
8. Thorough knowledge of physical plant or facilities equipment operation, maintenance and design; and knowledge of leading edge methods of providing efficient and effective facilities operations services desired.
9. Knowledge of all facets of facilities management and the construction industry, including planning, estimating, budgeting, scheduling, and reporting.
10. Ability to manage a full service facility maintenance program for multi-facility building locations.
11. Possession of a valid Florida driver's license.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Executive Director, Facilities |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, Facilities Operations |
| 4. | PAY GRADE: | 47 |
| 5. | JOB CODE: | 0714 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item E-8, October 24, 1990 |
| 9. | POSTION REVIEWED: | April 3, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for development, planning, administration, coordinating and implementation of all activities pertaining to the District's roofing installation, maintenance and inspection of a District-wide comprehensive roofing preventive maintenance program. Directs the establishment of roof replacement standards; design process; the roof inspection program; and ensures compliance with all applicable standards, rules, regulations and procedures.

EXAMPLE OF DUTIES

1. Directs the development and implementation of a comprehensive District-wide roofing preventive maintenance and inspection program.
2. Develops work schedules and budgets for roofing projects District-wide.
3. Directs the planning and implementation of a comprehensive re-roofing program cycle.
4. Establishes criteria for identifying roofing projects that are to be contracted.
5. Participates in the commissioning of design professionals.
6. Evaluates the performance of design professionals and contractors.

7. Provides project status reports to be used by various administrative levels and departments throughout the District.
8. Directs the capture, maintenance, review, analysis, and evaluation of data and creation of reports to be used by various administrative levels and departments throughout the District.
9. Develops the budget for the Division of Roofing and allocates resources as required by District and administrative priorities.
10. Develops, recommends, and directs implementation of policies and procedures to ensure compliance with applicable Board rules, code requirements, governmental regulations and statutes.
11. Prepares Board agenda items pertaining to roofing projects.
12. Maintains current working knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy and maintenance of educational and ancillary facilities.
13. Responsible for evaluating, counseling, and disciplining all subordinate personnel in conformance with established policies, guidelines, procedures, and appropriate labor agreements.
14. Remains on-call 24 hours a day to respond to emergencies and District priorities.
15. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, balancing, bending, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, hazards, and atmospheric conditions. The work is performed indoors and outdoors and requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. A Bachelor's degree in Architecture, Engineering, Construction Management or related field, with ~~five (5)~~ seven (7) years of documented, progressively responsible managerial experience with a large corporation or public agency in construction management, preferably in the roofing industry. Master's degree desired.

OR

Eight (8) years experience in construction management, preferably in the roofing industry or in managing a large facilities operation with three (3) years of documented, progressively responsible managerial experience with a multi-trade workforce.

2. Knowledge of all facets of the roofing construction industry, including estimating, budgeting, scheduling, and reporting.
3. Possession of a valid Florida driver's license.
4. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, and maintenance of educational and ancillary facilities.
5. Skilled in the use of computerized maintenance management systems and project scheduling software.
6. Ability to supervise personnel and/or processes.
7. Demonstrated ability to communicate effectively in both oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Director II , Regulatory Compliance |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director, Facilities Operations |
| 4. | PAY GRADE: | 46 |
| 5. | JOB CODE: | 0822 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 10, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item D-21, February 16, 2005 |
| 9. | POSITION REVIEWED: | April 7, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Coordinates and supervises activities for full compliance with environmental regulations for the District's Facilities Capital and Maintenance Programs specifically relating to land, air, water, sewer, under-ground and above-ground fuel storage tanks and indoor air quality (IAQ), and performs related liaison functions with federal, State, county and local municipality regulatory governmental agencies. Provides support and liaison services to several school district departments, including the district's legal; ADA; Property Acquisition; Capital Construction; Facilities Operations; Workers' Compensation; Budget, and Procurement Departments; Region Centers; and other District stakeholders and departments on environmental compliance issues.

EXAMPLE OF DUTIES

1. Coordinates and supervises the District's Facilities Operations' activities required to maintain M-DCPS facilities into compliance with the legal requirements of Federal, State, County and local environmental regulatory agencies.
2. Coordinates and supervises the development and implementation of a District-wide comprehensive Indoor Air Quality (IAQ) Management Plan, utilizing and adopting the Federal Environmental Protection Agency (EPA) Tools for Schools Program.

3. Coordinates and supervises the District's Facilities Operations' actions towards meeting the periodic reporting requirements of the various environmental regulatory agencies.
4. Cooperates with other Facilities Operations' efforts in developing studies and plans necessary for expansions, improvements, and/or modifications to regulated systems, equipment, and IAQ impacted facilities.
5. Coordinates and supervises the District's Facilities Operations' efforts in identifying and tracking all environmental regulatory agency permits issued to M-DCPS for air; land; water; storage tanks; back-flow prevention devices; vapor recovery systems; grease-traps; lift stations; and several other operational permits. Ensures that such permits remain current and valid. including Liaises with other District departments to ensure regulatory compliance.
6. Coordinates, supervises and participates in meetings with school principals; Region Center personnel; other school district stakeholders; environmental regulatory agencies, and various governmental entities in resolving environmental and IAQ issues within the School District.
7. Coordinates and supervises the training and development of District-wide personnel in good IAQ practices and procedures, using the EPA Tools for Schools guidelines.
8. Interacts with and actively participates with the District's Communication Department in the development and implementation of effective communication protocols with district stakeholders and the media on IAQ matters, using the EPA Tools for Schools guidelines.
9. Interacts with and assists various school district departments, including but not limited to, the Legal, ADA, and Workers' Compensation Departments, in the legal processing of various cases in which the District is either a plaintiff or defendant on water intrusion and IAQ-related matters.
10. Coordinates Capital and Facilities Operations activities with those of Safety-to-Life, IAQ, and environmental issues. Ensures cost-effective and efficient responses to customer concerns at District facilities.
11. Performs effective personnel supervisory management functions as prescribed by School Board Rules and appropriate Labor Agreements for assigned subordinate staff, including training and development.
12. Cooperates with and assists the District's Legal and Property Acquisition Departments on property acquisition issues as they relate to environmental site assessments.

13. Cooperates with and assists the District's Transportation Department on environmental matters that may impact their on-going operations.
14. Cooperates with the District's Information Technology Staff in the development and implementation of appropriate electronic databases and software programs in order to create, maintain, review, analyze, and evaluate information and cases for report and management actions on District IAQ and environmental-related activities.
15. Coordinates and supervises assigned staff in delivering and completing all required duties and responsibilities in an efficient and cost-effective manner in the best interest of the school District.
16. Coordinates and supervises the development and administration of appropriate multi-million dollar budgets and other fiscal controls in an efficient and cost-effective manner in the best interest of the school District.
17. Remains on call 24 hours a day to respond to incidents that might include, but not be limited to, flooding, sewer back-ups, fires, storms, vandalism, execution of urgent projects, safety-to-life and/or major system failures at any District facility.
18. Coordinates and supervises the development, implementation and maintenance of an effective file system for environmental and IAQ related matters.
19. Coordinates and supervises the research necessary to keep abreast of new developments, technology, and effective and efficient cost regarding environmental and IAQ related issues in the best interest of the school District and for the health, safety and welfare of the school communities at large.
20. Performs other duties comparable to the above and related to general administrative responsibilities assigned by the supervising administrator, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: kneeling, twisting, reaching, sitting, standing, mobility, lifting, finger dexterity, grasping, talking, hearing, and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Engineering, Architecture, Environmental Science, Chemistry, Geology, Hydrology, or related field. Master's degree preferred.
2. Registration as a Professional Engineer or Architect in the State of Florida preferred. ~~any state of the union.~~

3. A minimum of ~~three (3)~~ seven (7) years of documented professional administrative experience related to environmental engineering/science and compliance activities, with at least ~~five (5)~~ three (3) years relating to such experience within a large school District or public/private institution entity.
4. Familiarity with all appropriate Federal, State, County and Local Regulations regarding environmental and IAQ matters.
5. ~~Experience with an on-line computerized Maintenance Management System and database system.~~ Demonstrated ability to communicate effectively in both oral and written forms.
6. ~~The ability to communicate effectively in both oral and written forms~~ The ability to supervise personnel and/or processes.
7. Possession of a valid Florida Driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Director, Payroll
2.	DEPARTMENT:	Payroll Department
3.	IMMEDIATE SUPERVISOR:	Executive Director, Payroll
4.	PAY GRADE:	45
5.	JOB CODE:	0380
6.	BARGAINING UNIT:	8
7.	DATE OF LAST REVISION:	March 31, 2006
8.	POSITION AUTHORIZED:	Board Item H-4, June 16, 2004
9.	CHANGE OF TITLE:	Board Item D-8, July 13, 2005
10.	POSITION REVIEWED:	March 30, 2006
11.	MINIMUM QUAL. CHANGE:	Board Item D-24, July 12, 2006

OCCUPATIONAL SUMMARY

Directs the work of a large group of clerical employees engaged in the processing of system-wide bi-weekly payroll.

EXAMPLE OF DUTIES

1. Interviews, selects and assigns staff.
2. Supervises all payroll processing and related activities, including training and evaluation of staff.
3. Solves problems concerning payroll, answers inquiries, and enforces payroll policies.
4. Initiates changes in work assignments or processing to improve efficiency.
5. Assists in development of overall payroll procedures by recommending improvements or changes when deemed necessary for greater efficiency.
6. Supervises and reviews the preparation of all payroll statements and reports.
7. Audits work of all employees on an ongoing basis.
8. Maintains Payroll Department's website.
9. Represents the payroll unit at meetings.

10. Assumes full responsibility for department in absence of Executive Director.
11. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
12. Performs other duties related to administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: mobility, reaching, sitting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in a business related field.

OR

~~An Associate's degree with five (5) years of Payroll/Benefit processing and related activities.~~

2. Two (2) years supervisory experience of a large-sized staff.
3. Three (3) years experience related to personnel/payroll automated system.
4. Demonstrated ability to communicate effectively in both oral and written form.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | Supervisor II, Stores and Distribution |
| 2. | DEPARTMENT: | Stores and Distribution |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director, Procurement Support
Operations |
| 4. | PAY GRADE: | 44 |
| 5. | JOB CODE: | 0420 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | December 12, 2005 |
| 8. | POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Supervises the receipt, storage and distribution of commodities purchased by the School System. Supervises large volume warehouses, data entry equipment, inventory programs, a distribution fleet, and personnel through subordinate staff. Oversees the proper collection and disposition of used and surplus supplies, furniture and equipment.

EXAMPLE OF DUTIES

1. Plans, implements and supervises, receipt, storage, disbursement, transfer, inventory, audit and accounting for warehoused commodities.
2. Responsible for the District textbooks, including but not limited to ordering, receipt, storage, distribution, inventory, audit and accounting.
3. Responsible for receipt, storage, property tagging and delivery of all supplies, furniture, and equipment purchased for capital projects.
4. Responsible for proper implementation of State laws and Board rules related to inventory and property controls.
5. Oversees the collection, storage and re-issuance, or final disposition of surplus and used equipment, furniture and textbooks, both controlled and expendable, ensuring proper documentation under State laws and/or School Board policies.

6. Responsible for the District auctions, including, but not limited to collection of surplus property, set-up, documentation, receipt of monies and deposit of cash in District accounts.
7. Supervises all in-house computer functions, programs and equipment.
8. Responsible for function, update, implementation and changes to department's on-line programs.
9. Oversees the tagging of capital property acquired by the District ensuring all State laws and Board rules are adhered to.
10. Directs department resources to support District's efforts in emergency situations.
11. Responsible for the implementation and management of the Mail Service for the District. Oversees the distribution of the District's tests, surveys, and reports insuring the integrity and security of these.
12. Assigns, trains, supervise and evaluate staff.
13. Responsible for developments, implementation and enforcement of relevant methods and procedures.
14. Implements improvements in economy, efficiency and quality of Stores and mail Distribution functions.
15. Develops the unit's budget.
16. Sets performance objectives, goals and standards for department and subordinate staff.
17. Works with community leaders, area and associate superintendents, principals, and department heads in accomplishing the goals and objectives of the School System.
18. Performs other duties comparable to the above duties describe only the typical, primary features of the job.
19. Performs other duties relating to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing and visual acuity. The work is performed indoors and outdoors. Requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration, Engineering, Management, Accounting, or other related field, and five (5) years of overall management supervision of a large supply/stockroom operation or function engaged in procurement, inventory/facilities management, distribution or warehousing operations in a governmental, industrial, or institutional environment.
2. Minimum of three (3) years of the above experience must be directly involved in the operation of a fully automated control system.
3. Ability to communicate effectively in both oral and written form.
4. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|--|
| 1. | JOB TITLE: | Supervisor II, Facilities Management |
| 2. | DEPARTMENT: | Educational Facilities Code Compliance |
| 3. | IMMEDIATE SUPERVISOR: | Building Official |
| 4. | PAY GRADE: | 44 |
| 5. | JOB CODE: | 0690 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | June 9, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item E-4, June 19, 1996 |
| 9. | POSTION REVIEWED: | June 2, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Supervises licensed professionals, including building code inspectors, relative to the inspections of educational facilities. Provides evaluations of the activities of contracted Architects/Engineers, Contractors, and code compliance entities.

EXAMPLE OF DUTIES

1. Provides written evaluations of the activities of contracted Architects/Engineers, Contractors, and code compliance entities relative to design review, construction documents and projects; and executes project close-out documents in conformance with Florida State Statutes.
2. Supervises staff performing building code, Florida Building Code, Florida Fire Prevention Code and Life Safety Code inspections.
3. Supervises staff and is responsible for authorizing Florida Power & Light to energize newly constructed electrical service equipment installations throughout the District.
4. Supervises the administration of Board rules and applicable codes related to new construction and renovation projects.
5. Assists in the development of scheduling and inspection procedures for architectural or engineering disciplines and trades.
6. Serves on behalf of immediate supervisor to interface with various committees and community groups.
7. Develops and maintains current departmental rules and regulations in compliance with Board policies and construction industry standards.

8. Coordinates school construction code inspection activities with other Miami-Dade County Public Schools (M-DCPS) departments and District personnel.
9. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job, as well as the general administrative responsibilities, as assigned by the Executive Director.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors. Requires in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Architecture or Engineering required from an accredited college or university. Ten (10) years professional experience, including five (5) years of documented managerial experience in design and/or construction of large commercial/institutional buildings.
2. Professional registration in Florida as an Architect or Engineer required.
3. Documented professional experience must have been acquired in a consulting Architectural/Engineering firm working with the public sector.
4. Ability to communicate effectively in both oral and written forms.
5. ~~Must obtain certification as a UBCI within twelve (12) months of employment.~~
Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|---|
| 1. | JOB TITLE: | Supervisor I, Sourcing Contracts |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, Facilities
Operations |
| 4. | PAY GRADE: | 43 |
| 5. | JOB CODE: | 0658 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 12, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item E-3, April 14, 1999 |
| 9. | POSITION REVIEWED: | April 11, 2006 |
| 10. | MINIMUM QUAL. CHANGES: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Supervises the planning and coordination of all activities pertaining to the development and administration of term bid contracts. Develops strategies for evaluation of contract services.

EXAMPLE OF DUTIES

1. Develops technical specifications for novel contracts in cooperation with end users.
2. Researches and applies applicable rules, statutes, and codes to contract development and administration processes.
3. Assists in the preparation of responses to internal and external audits pertaining to contracted services and maintenance issues.
4. Oversees the renewal, re-bidding, or cancellation of existing contracts, as appropriate.
5. Coordinates with Procurement Management in the bidding and award of term contracts.

6. Uses electronic databases and spreadsheet software programs to create, maintain, review, analyze and evaluate information for reports to be used by various administrative levels and departments throughout the District.
7. Provides status reports to be used by various administrative levels and departments throughout the District.
8. Initiates, reviews, and approves purchase requisitions for various term bids and contracted services.
9. Facilitates the development and implementation of policies and procedures to be followed to ensure compliance with Board Rules, code requirements, and governmental regulations governing term contracts.
10. Assists in the preparation of school Board agenda items, Board follow-up issues, and administrative referrals.
11. Recommends budget levels for current and projected term contracts.
12. Supervises technical and support staff.
13. Performs other duties comparable to the above, as the above duties describe only the typical, primary components of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATIONS REQUIREMENTS

1. Bachelor's degree in Engineering, Architecture, Construction Management, Public Administration, Business Administration, or related field and four (4) years documented management or administrative experience in facility planning, construction and/or maintenance. Previous experience in large governmental or educational agencies preferred.

OR

2. High School and seven (7) years documented management experience in facility planning, construction and/or maintenance, including two (2) years experience in the development of term bids. Previous experience in large governmental or educational agencies preferred.

3. ~~A demonstrated~~ Knowledge of Florida State Statutes, rules, ordinances and codes applicable to maintenance contracting and operations required.
4. Skilled in the use of spreadsheet, word processing and database software.
5. Skilled in the use of CMMS computerized maintenance management systems and project scheduling software.
6. Ability to supervise personnel and/or processes.
7. Possession of a valid Florida's driver's License
8. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|--|
| 1. | JOB TITLE: | Deduction Control Officer |
| 2. | DEPARTMENT: | Payroll Department |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director, Payroll Department |
| 4. | PAY GRADE: | 42 |
| 5. | JOB CODE: | 0381 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | March 31, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item H-5, January 14, 2004 |
| 9. | POSITION REVIEWED: | March 30, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Organizes, processes and supervises the Miami-Dade County Public Schools (M-DCPS) open enrollment. Responsible for the supervision and maintenance of payroll deductions for the school system pertaining to employee benefits, involuntary, and voluntary deduction programs. Assists in the supervision and maintenance of the Payroll-Deduction Records Imaging and the management of the activities of clerical staff involved in the initiation, processing, and maintenance of payroll deduction transactions and related records.

EXAMPLE OF DUTIES

1. Interviews, selects, and assigns staff.
2. Directs, reviews, coordinates and supervises the work of clerical staff involved in the manual and electronic input, validation, production, reconciliation, imaging and maintenance of the official payroll-deduction files and other records.
3. Interprets and enforces all payroll deduction policies and procedures.
4. Supervises the sorting, preparation and creation of batches of incoming payroll/deduction documents to facilitate the scanning and committal of those documents to optical disks used in the Record Imaging System, adhering to state guidelines for record keeping and electronic medium.
5. Supervises the editing and auditing responsibilities of the Deduction Records Imaging System to comply with state guidelines regarding deduction record retention schedules.
6. Maintains employee benefits and deduction records adhering to state guidelines.
7. Assists in coordinating implementation of various benefits and payroll deductions with Information Technology Services and the Office of Risk and Benefits Management.

8. Serves as liaison between employees and outside agencies in solving problems regarding health benefits, life insurance claims, tax sheltered annuities, Vista benefits, union dues, alimony, child support, student loans, IRS levies, creditor garnishments, and other voluntary deduction programs.
9. Assists schools and administrative officials in initiating, processing and validating the systems in-county and out-of-county travel transactions.
10. Supervises specialized clerical positions in the processing, reconciliation and maintaining records related to the systems based in-county and out-of-county travel.
11. Serves as a liaison between the system and the "travel agencies", and between the employees and the Office of Procurement Management and Accounts Payable.
12. Assists in the coordination and processing of the yearly campaign for the United Way.
13. Coordinates and processes the District-wide yearly Florida Prepaid College.
14. Assists in the maintenance of the Payroll Department website.
15. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
16. Performs other duties related to general administrative responsibilities.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: twisting, reaching, sitting, standing, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in a business related field.

OR

~~An Associate's degree with five (5) years of Payroll/Benefit processing and related activities.~~

2. Three (3) years experience related to personnel/payroll automated systems.
3. Experience in supervising a medium-sized staff.
4. Demonstrated ability to communicate effectively, both in oral and written form.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|--|
| 1. | JOB TITLE: | Coordinator II, Preventative Maintenance |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director |
| 4. | PAY GRADE: | 41 |
| 5. | JOB CODE: | 0689 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 13, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item E-3, April 14, 1999 |
| 9. | POSITION REVIEWED: | April 12, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for planning, coordinating, and controlling corrective and preventive maintenance activities that involve building systems, facilities, and equipment to be carried out by selected trade groups.

EXAMPLE OF DUTIES

1. Responsible for ensuring that all building systems and equipment are properly maintained at assigned locations.
2. Identifies and provides for correction of health and safety violations as identified by the School Board, Health Department, and the State of Florida.
3. Assists in the uniform implementation and continued evaluation and refinement of the District-wide preventive maintenance programs.
4. Assists in the evaluation of specifications and contract compliance for new or modified facilities.
5. Recommends improvements in materials, specifications, and plans for new construction and alterations.
6. Supervises technical employees.

7. Coordinates the scheduling of complementary trades and assignments required to complete jobs.
8. Evaluates as well as plans assigned projects in order to minimize the requirements for scheduled overtime.
9. Visits assigned job sites/facilities and meets with site administrators regularly.
10. Uses electronic databases and spreadsheet software programs in order to create, maintain, review, analyze, and evaluate information for reports to be used by various administrative levels and departments throughout the District.
11. Remains on call 24 hours a day to respond to incidents that might include, but not be limited to, fires, storms, vandalism, execution of urgent projects, and/or major system failures at any District facility.
12. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, talking, hearing, and visual acuity. The work is performed indoors and outdoors, and requires in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. A Bachelor's degree in Business Administration, Public Administration, Construction, Engineering, Architecture, or related field, and three (3) years of documented experience in the direct supervision of a multi-trade labor work force engaged in maintenance and/or minor construction activities

OR

~~Five (5)~~ Seven (7) years of documented progressive experience in developing, organizing, and executing facility maintenance and/or minor construction activities of a large school district or other public/private institution.

2. Experience with an on-line computerized Maintenance Management System.
3. A minimum of five (5) years of documented experience in a functioning preventive maintenance program in industry or facilities maintenance desired.
4. Demonstrated The ability to communicate effectively in both oral and written forms.

5. A demonstrated Knowledge of statutes, rules, ordinances and codes applicable to maintenance contracting and operations.
6. Ability to utilize various software applications to generate, interpret and manipulate data.
7. Ability to supervise personnel and/or processes.
8. Possession of a valid Florida driver's license.

DRAFT

MIAMI DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|---|
| 1. | JOB TITLE: | Coordinator II, Operations and Training |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director, Employee Resources |
| 4. | PAY GRADE: | 41 |
| 5. | JOB CODE: | 0696 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 28, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-2, June 8, 1988 |
| 9. | POSITION REVIEWED: | April 27, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Provides administrative support with the direction, planning, leadership, supervision and overall management of the training function for Facilities Operations staff. Responsible for assisting with the developing, coordinating, managing and promoting of a variety of Continuing Education Units (CEU) and professional development programs. May teach courses as appropriate.

EXAMPLE OF DUTIES

1. Develops, coordinates and/or teaches training-courses and employee workshops for Facilities Operations workforce to upgrade skills, address CEU re-certifications, and meets new requirements in areas of changing technologies and regulations.
2. Plans, develops, organizes, assists and monitors training courses conducted by internal and external subject matter experts and facilitators.
3. Analyzes journey person certification data to ensure compliance with appropriate State and District regulations and maintains procedures for accuracy.
4. Develops and organizes special projects, including data capture activities, and related tasks. Maintains accurate records of employee training activities, including on-line training registration of classes.

5. Writes memos, reports and communications regarding training and development activities.
6. Monitors and makes revisions to training components and related documents as regulatory requirements dictate; reviews training courses, techniques, and materials to determine effectiveness.
7. Plans long-range training goals and objectives. Coordinates the budget and program with calendar of activities.
8. Acts as a consultant and resource person on policies and procedures relating to Department's training activities.
9. Assists administrative staff in the development of computer-generated multi-media presentations, as needed.
10. Monitors and assists the Facilities Operations safety committees.
11. Participates in the Facilities Operations Central safety committee meetings; communicates individual regional maintenance center concerns to meet District mandates.
12. Participates in the Facilities Operations Training Committee meetings.
13. Manages and promotes training and other professional development programs for Facilities Operations staff.
14. Facilitates and/or teaches courses and identifies course/program facilitators as appropriate.
15. Ensures training facilities are conducive for instruction (supplies, equipment, etc.). Coordinates training logistics to include training room set-ups/take downs.
16. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This is sedentary work, which requires the following physical activities: sitting, mobility, finger dexterity, reaching, grasping, talking, repetitive motions, hearing and visual acuity. The work is performed primarily indoors and requires travel throughout District facilities.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in English, Communication, Human Resource Management, Construction Management, Public Administration or related field and three (3) years educational facilities maintenance or construction experience in a training environment, preferably in an educational or large scale facilities operations.

OR

Associate's degree, or 60 college credits, and five (5) years of maintenance-related/trade experience. Possession of a valid teaching certificate or an M-DCPS educator's certificate for teaching adult programs and/or vocational courses and seven (7) years maintenance-related/trade experience, preferably in an educational or large scale facilities operations environment.

2. Holds a valid teaching certificate or an M-DCPS educator's certificate for teaching adult programs and/or vocational courses. Two (2) years experience in the role of a professional trainer with exceptional platform skills.
3. Is able Ability to effectively communicate clearly and concisely, both orally and in writing, on both technical and non-technical matters.
4. Can produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar. Ability to develop and facilitate training and professional development curriculum as appropriate for administrators and multi-trade staff employees.
5. Ability to coordinate efforts with internal and external agencies.
6. Familiarity with preparation and management of grants/contracts a plus.
7. Specific experience training and/or developing curriculum for trade's staff highly desired.
8. Ability to supervise personnel and/or processes.
9. Advanced skills utilizing various computerized applications, including word processing, spreadsheet, presentation and database software.
10. Possession of a valid Florida driver's license.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|--|
| 1. | JOB TITLE: | Coordinator II, Environmental Resources Management |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Director, Facilities Operations |
| 4. | PAY GRADE: | 41 |
| 5. | JOB CODE: | 0692 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | March 13, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item E-3, April 14, 1999 |
| 9. | POSITION REVIEWED: | March 10, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Oversees compliance with environmental regulations for the District. Provides support services in all activities related to environmental resources management.

EXAMPLE OF DUTIES

1. Supervises Facilities Operations' activities required to ensure all M-DCPS facilities are in compliance with environmental regulations.
2. Monitors Facilities Operations' compliance and reports for environmental regulatory agencies, as appropriate.
3. Monitors Facilities Operations' efforts in developing studies and plans for expansions, improvements, and/or modifications to regulated systems and equipment.
4. Oversees progress in identifying and tracking all environmental regulatory agency permits issued to M-DCPS, and ensures that such permits remain current and valid; monitors Facilities Operations' actions associated with effecting payment to the regulatory agencies for appropriate permit fees.

5. Participates in regular planning meetings with school principals, Region personnel, and environmental regulatory and other governmental agencies.
6. Uses electronic databases and spreadsheet software programs in order to create, maintain, review, analyze, and evaluate information for reports to be used by various administrative levels and departments throughout the district.
7. Remains on call 24 hours a day to respond to incidents that might include, but not be limited to, fires, storms, vandalism, execution of urgent projects, and/or major system failures at any District facility.
8. Performs other related tasks as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, talking, hearing, and visual acuity. The work is performed primarily indoors, and requires in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. A Bachelor's degree in Engineering, Architecture, Construction Management, Business/Public Administration, or other related field with three (3) years experience in the direct supervision of vendors and/or in-house personnel performing maintenance and construction activities.

OR

A high school diploma and a minimum of ~~three (3)~~ seven (7) years of documented experience in the direct supervision of vendors and/or in-house personnel performing maintenance and construction activities.

2. Experience with an on-line computerized Maintenance Management System.
3. Demonstrated ability to communicate effectively in both oral and written forms.
4. Knowledge of statutes, rules, ordinances and codes applicable to maintenance contracting and operations.
5. Advanced skills utilizing various computerized applications, including word processing, spreadsheet and presentation software.

6. Ability to supervise personnel and/or processes.
7. Possession of a valid Florida driver's license.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Coordinator II, Central Stockroom |
| 2. | DEPARTMENT: | Transportation |
| 3. | IMMEDIATE SUPERVISOR: | District Director, Vehicle Maintenance |
| 4. | PAY GRADE: | 41 |
| 5. | JOB CODE: | 0425 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | May 25, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 9. | POSITION REVIEWED: | May 24, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Plans, supervises and controls the proper receipt, storage, issuance and delivery of materials and equipment processed through the Central Warehouse of the Vehicle Maintenance Department. Manages the fuel acquisition and dispensing functions.

EXAMPLE OF DUTIES

1. Supervises and controls the receipt and recording of all supplies, materials and equipment purchased for the various maintenance programs.
2. Plans and supervises the proper storage of materials to facilitate ready accessibility and accurate stock control.
3. Supervises and controls the issuance and delivery of materials in order to maximize service to the users and provide a proper audit trail for job costing and stock replenishment.
4. Assigns, trains, supervises and evaluates a subordinate staff of warehouse employees, drivers, clerks and laborers.
5. Performs duties as necessary to assist the Vehicle Maintenance Satellite Stockrooms, and Central Warehouse in the operation of the automated inventory control function, including monitoring usage, adjusting reorder points, and stock levels and generating stock replenishment requisitions. Assists in the development of plans and procedures and utilizes the computerized inventory system to perform the foregoing functions in the most cost effective and efficient mode.
6. Supervises the maintenance of a Quality Assurance Program to ensure accuracy and proper audit trails.

7. Investigates delivery discrepancies with vendors and follows-up with buyers to ensure prompt processing to facilitate the payment process and ensure stock availability.
8. Supervises and controls the recording and issuing of property control numbers for all tools, equipment, and vehicles cosigned to the Department of Transportation. Advises Department of Property Accounting in order to maintain District wide accountability.
9. Controls and accounts for the acquisition and dispensing of fuel to all Transportation Facilities vehicles and equipment through the management of several fuel stations and overnight fueling by outside vendors.
10. Supervises and controls the transfer of stock and non-stock materials to District wide locations.
11. Develops, implements, and oversees security measures to ensure the safety and protection of materials and equipment cosigned to the Central Warehouse of Vehicle Maintenance.
12. Coordinates daily driver pickups of stock materials from the Central Warehouse for District wide site deliveries.
13. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is work which requires the following physical activities: bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, talking, hearing and visual acuity. The work is performed indoors and outdoors. Requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree and a minimum of five (5) years of documented progressive experiences in warehousing and stockroom at the supervisory level

OR

Associate degree and a minimum of seven (7) years of documented progressive experiences in warehousing and stockroom at the supervisory level.

2. Minimum of three (3) years of volume stores and warehouse experience in large institutional or governmental organization utilizing computerized inventory control system.
3. Demonstrated ability to communicate effectively in both oral and written forms.
4. Possession of a valid Florida driver's license.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|--|
| 1. | JOB TITLE: | Coordinator I, Construction Maintenance |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Region Maintenance Center Director,
Facilities Operations |
| 4. | PAY GRADE: | 40 |
| 5. | JOB CODE: | 0642 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 13, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, September 4, 1991 |
| 9. | POSITION REVIEWED: | April 14, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for planning, coordinating, and overseeing the design of specified maintenance construction projects performed by District personnel and/or vendors on Board-owned and leased educational and ancillary facilities.

EXAMPLE OF DUTIES

1. Coordinates and is responsible for overseeing the design, inspection, renovation, and remodeling of maintenance/construction activities of Board-owned and leased educational and ancillary facilities.
2. Identifies facilities discrepancies and needs related to the physical plans, and assists in the planning, scheduling, execution, and monitoring of corrective actions.
3. Evaluates actions performed by contractor and District personnel and ensures compliance with regulations, procedures, and specifications.
4. Participates in conflict resolution, including recommending corrective and/or disciplinary actions.

5. Keeps current with, and has a working knowledge of, federal, State, and local laws and regulations that impact the occupancy, maintenance, design and construction of educational and ancillary facilities.
6. Uses electronic databases and spreadsheet software programs in order to create, maintain, review, analyze and evaluate information for reports to be used by various administrative levels and departments throughout the District.
7. Remains on call 24 hours a day to respond to incidents that might include, but not be limited to, fires, storms, vandalism, execution of urgent projects, and/or major system failures at any District facility.
8. Performs other related tasks as assigned by the immediate supervisor, as the above duties describe only typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors, and requires in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Engineering, Architecture, Construction Management, or related field. ~~and two (2) years of documented experience as a construction-related project manager.~~

OR

~~A high school diploma and six (6) years of documented experience as an active state licensed General Contractor.~~

OR

A high school diploma and ~~ten (10)~~ six (6) years of ~~documented experience~~ performing maintenance and/or construction activities. ~~as a construction site superintendent responsible for a multi-trades work force.~~

2. Experience with an on-line computerized maintenance management systems and project scheduling software.
3. Ability to supervise personnel and/or processes.

4. Demonstrated The ability to communicate effectively in both oral and written form.
5. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|-----|------------------------|--|
| 1. | JOB TITLE: | Project Coordinator |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Region Maintenance Center Director,
Facilities Operations |
| 4. | PAY GRADE: | 40 |
| 5. | JOB CODE: | 0643 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 10, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item H-2, February 11, 2004 |
| 9. | POSITION REVIEWED: | April 11, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for planning, coordinating, and overseeing design, and controlling specified maintenance construction projects performed by District personnel and/or vendors on Board-owned and leased educational and ancillary facilities. Ensures that all activities undertaken by its agents and contractors comply with applicable rules, regulations, policies, and procedures.

EXAMPLE OF DUTIES

1. Coordinates and is responsible for overseeing the design, inspection, renovation, and remodeling of Board-owned and leased educational and ancillary facilities at which maintenance/construction projects are being performed by District personnel and/or contractors.
2. Identifies facilities discrepancies and needs related to the physical plans, and assists in the planning, scheduling, execution, and monitoring of corrective actions.
3. Evaluates actions performed by contractor and District personnel and ensures compliance with regulations, procedures, and specifications.

4. Participates in conflict resolution, including recommending corrective and/or disciplinary actions.
5. Keeps current with, and has a working knowledge of, federal, State, and local laws, rules and regulations including but not limited to ADA, OSHA, SREF and the Florida Building Codes.
6. Uses electronic databases and spreadsheet software programs in order to create, maintain, review, analyze and evaluate information for reports to be used by various administrative levels and departments throughout the District.
7. Remains on call 24 hours a day to respond to incidents that might include, but not be limited to, fires, storms, vandalism, execution of urgent projects, and/or major system failures at any District facility.
8. Performs other duties comparable to the above as assigned by the supervising administrator, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors, and requires in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Engineering, Architecture, Construction Management, or related field. ~~and two (2) years of documented experience as a construction-related project manager.~~

OR

~~A high school diploma and six (6) years of documented experience as an active state-licensed General Contractor.~~

OR

A high school diploma and ~~ten (10)~~ six (6) years of documented experience as ~~a construction site superintendent responsible for a multi-trades work force performing maintenance and/or construction activities.~~

2. Experience with an on-line computerized maintenance management systems and project scheduling software.
3. Ability to supervise personnel and/or processes
4. ~~A demonstrated~~ Knowledge of statutes, rules, ordinances and codes applicable to maintenance contracting and operations.
5. Skilled in the use of spreadsheet, word processing and database software.
6. Possession of a valid Florida Driver's license.
7. Demonstrated The ability to communicate effectively in both oral and written form.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Manager III, Facilities Operations
2.	DEPARTMENT:	Facilities Operations
3.	IMMEDIATE SUPERVISOR:	Director, Facilities Operations
4.	PAY GRADE:	39
5.	JOB CODE:	0391
6.	BARGAINING UNIT:	8
7.	DATE OF LAST REVISION:	April 4, 2006
8.	POSITION AUTHORIZED:	Board Item C-4, January 8, 1986
9.	POSITION REVIEWED:	March 10, 2006
10.	MINIMUM QUAL. CHANGE:	Board Item D-24, July 12, 2006

OCCUPATIONAL SUMMARY

Responsible for providing administrative support to assigned area. Manages and coordinates administrative activities, including the supervision of staff and acts as liaison to senior administrative staff. Responsible for the development and planning of various programs and administrative activities.

EXAMPLE OF DUTIES

1. Assists the supervisor with various personnel matters including employee supervision and training.
2. Assists the supervisor in ensuring employee and department compliance and adherence with the prescribed policies and procedures of Facilities Operations and Miami-Dade County Public Schools.
3. Develops and maintains various reports to ensure accuracy and completeness.
4. Implements and manages programs and procedures for the department to ensure efficiency and productivity.
5. Assists with miscellaneous budget related activities including budget planning, management and analysis. Works with regional maintenance centers and other district offices on budget activities as appropriate.

6. Assists in organizing and managing services to accomplish department objectives by writing, analyzing, and implementing operational procedures to improve organization effectiveness.
7. Designs, monitors, and maintains various computerized reports; conducts special studies and surveys as appropriate.
8. Acts as liaison for department on administrative advisory committees; serves on behalf of immediate supervisor in interacting and communicating with various committees and community groups.
9. Coordinates efforts with other M-DCPS departments and District personnel on related matters as appropriate.
10. Advises administration on all centralized administrative matters and monitors those activities for the supervisor.
11. Assists with the implementation of a Quality Assurance Program to ensure accuracy and proper audit trails.
12. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: mobility, sitting, standing, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Bachelor's degree in Business Administration, Computer Science, or related field, or a high school diploma and five (5) years of documented overall experience in automated work order control and/or maintenance systems.~~
2. ~~Minimum of three (3) years of administrative/supervisory work experience with automated planned maintenance work order and/or inventory control system.~~
3. Bachelor's degree with a major in accounting, finance, business administration, personnel management, public administration or related field and a minimum of three (3) years of increasing responsibility in professional office administration in one of the following areas: payroll, budgeting, personnel or finance.

OR

4. High school diploma and five (5) years of increasing responsibility in professional office administration in one of the following areas: payroll, budgeting, personnel or finance.
5. Advanced skills utilizing various computerized applications, including word processing, spreadsheet, database and presentation software.
6. Ability to supervise personnel and/or processes.
7. Possession of a valid Florida driver's license.
8. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|-------------------------------|---------------------------------------|
| 1. | JOB TITLE: | <u>Operations Maintenance-Officer</u> |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Chief Facilities Officer |
| 4. | PAY GRADE: | 25 |
| 5. | JOB CODE: | 0343 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | April 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-5, October 20, 2004 |
| 9. | POSITION REVIEWED: | April 3, 2006 |
| 10. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Provides leadership as the administrative officer for system-wide planning and execution of all District facilities. Manages departmental functions including: project operations; operations; customer liaison; procurement and logistics; regulatory compliance; employee resources; finance; and program management. Reports to and directly assists the Chief Facilities Officer in planning, organizing, and managing the facilities and capital programs of the District.

EXAMPLE OF DUTIES

1. Leads the operations and functions of the Facilities Operations Department to assure maximum performance and results; directs improvements as appropriate.
2. Directs and participates in the assignment, training, supervision, and evaluation of the Facilities Operations Department's staff; responsible for appropriate staffing and skills development at all levels within the department.
3. Develops the budget for the Facilities Operations Department and participates in the development of the District's budget and allocation of maintenance resources for the District.
4. Assesses the performance of the Facilities Operations Department.
5. Directs preparation of Board agenda items related to Facilities Operations and other related items as appropriate.

6. Performs administrative services and approves reports, records, and proposals pertaining to the Facilities Operations Department.
7. Represents the Chief Facilities Officer with governmental agencies and other external sources on matters concerning facilities operations.
8. Works within legislative guidelines to ensure that facilities operations services are strategically sourced to maximize quality and performance with consideration of safety, budget, and schedules.
9. Serves as labor relations information source when developing policies and strategies that affect the District's Facilities Operations Department. Participates in the collective bargaining process.
10. Is responsible for maintaining high ethical standards within the department.
11. Remains on call 24 hours to address District priorities, emergencies and natural disasters.
12. Performs other duties related to general administrative responsibilities and other duties comparable to the above.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, balancing, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to heat, noise, vibrations, electrical equipment and atmospheric conditions. The work is performed indoors and outdoors, with frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Public Works Management, Engineering, or Business Administration, Public Administration or related field. ~~Master's degree desired~~ in related field preferred.
2. Fifteen (15) years experience in facilities management including five (5) years managing facilities in a large decentralized agency or corporation.
3. Registration as a Professional Engineer or Architect in Florida is highly desirable.
4. Experience supervising personnel and/or processes.
5. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, and maintenance of educational and ancillary facilities.

6. Thorough knowledge of physical plant or facilities equipment operation, maintenance and design; and knowledge of current methods of providing efficient and effective facilities operations services.
7. Knowledge of all facets of facilities management and the construction industry, including planning, estimating, budgeting, scheduling, and reporting.
8. Ability to manage a full service facility maintenance program for multi-facility building locations.
9. Skilled in the use of computerized maintenance management systems and project scheduling software.
10. Ability to communicate effectively in both oral and written forms.
11. Possession of a valid Florida driver's license.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|-------------------------------|---|
| 1. | JOB TITLE: | Administrative Director, Maintenance
Project <u>Facilities Operations</u> |
| 2. | DEPARTMENT: | Facilities Operations Maintenance |
| 3. | IMMEDIATE SUPERVISOR: | Maintenance Operations Officer |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | 0953 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | April 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, May 19, 2004 |
| 9. | POSITION REVIEWED: | April 3, 2006 |
| 10. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Organizes, plans, directs, coordinates and controls the District's Facilities Maintenance Operations and Capital Programs which include professional engineer/architect planning and design efforts, as well as renovation, rehabilitation, and minor capital construction projects.

EXAMPLE OF DUTIES

1. Supervises the activities of administrators responsible for centralized shops Facilities Operations functions.
2. Manages a capital budget in excess of \$60 million annually.
3. Directs and oversees 100-200 projects annually.
4. Reviews and approves the development of departmental operating budgets and participates in the development of the Facilities Operations capital project budget.
5. Develops methods of reporting department activities on key performance indicators.

6. Oversees the Facilities Operations construction job order contracts functions which perform capital improvement projects valued under \$2,000,000.
7. Coordinates Facilities Operations construction projects with those of Capital Construction, Plant Operations, and the Departments of Asbestos and Safety, and other units as appropriate.
8. Organizes and provides leadership for cost effective use of resources, including labor, equipment, facilities, vehicles, supplies, and other contracted services.
9. Supervises the activities of the administrators responsible for maintenance and mini-construction contracted services district-wide.
10. Plans and directs Facilities Operations' roofing assets management program.
11. Reviews and approves purchase order requisitions for contracted services district-wide.
12. Develops, monitors, and evaluates procedures for the use of professional services, consulting contracts, job order contracts, and procurement term bid contracts.
13. Maintains, compiles, and reports on district wide activities as they relate to the Job Order Contract program and the Special Projects Consulting program.
14. Serves as labor relations resource when developing policies and strategies. Participates in the collective bargaining process.
15. Monitors contract service document compliance with applicable state and local codes and regulations.
16. Initiates, coordinates, and monitors traditional construction contracts for the renovation or remodeling of Board-owned and leased facilities.
17. Assists management in the evaluation of outside contractors' performance and contract compliance for new and modified facilities.
18. Recommends improvements in materials, specifications, and plans for new construction and alterations to the School Board architects and engineers.
19. Serves as a member of the Emergency Command Center team.
20. Provides recommendations for the development of the operational and capital outlay budgets and maintains such records of fund utilizations.

21. Monitors and coordinates compliance with District policies and procedures as they relate to Construction, Procurement, and Consulting contracts.
22. Evaluates functions and services that would be in the best interest of the District to contract.
23. Assists in the evaluation and selection of professional design firms.
24. Assists management in the training of administrators in the use of contracted services; performs evaluations of supporting staff members and procedures as prescribed by Board rules.
25. Oversees the implementation and administration of Board rules and labor contract provisions.
26. Remains on call 24 hours to address district priorities, emergencies and natural disasters.
27. Performs other duties comparable to the above, and related to general administrative responsibilities as assigned by the Operations Officer, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: reaching, sitting, mobility, finger dexterity, grasping, talking, hearing, and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Engineering, Architecture, Construction Management, Public Administration, Business Administration or other related field. Master's Degree in any of these areas preferred.
2. Ten (10) years experience in management with five (5) years in direct supervision of managers responsible for the daily activities of a large multi-trade workforce engaged in the maintenance and minor construction activities of a large school district, public institution or related private company.
3. ~~Ability to communicate effectively in both oral and written forms.~~ Registered professional engineer or architect in Florida preferred.
4. Demonstrated ability to communicate effectively in both oral and written forms.

5. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, and maintenance of educational and ancillary facilities.
6. Skilled in the use of computerized maintenance management systems and project scheduling software.
7. Thorough knowledge of physical plant or facilities equipment operation, maintenance and design; and knowledge of leading edge methods of providing efficient and effective facilities operations services desired.
8. Knowledge of all facets of facilities management and the construction industry, including planning, estimating, budgeting, scheduling, and reporting.
9. Experience managing a full service facility maintenance program for multi-facility building locations.
10. Ability to supervise personnel and/or processes.
11. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Executive Director, Facilities-
Operations-Training <u>Employee</u>
<u>Resources</u> |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Operations Officer |
| 4. | PAY GRADE: | 22 |
| 5. | JOB CODE: | 0736 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | April 5, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-2, June 15, 2005 |
| 9. | POSITION REVIEWED: | April 4, 2006 |
| 10. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Directs the administration, development, design, delivery and implementation of continuing education and professional development initiatives and other training programs for Facilities Operations staff in compliance with State, Federal and District mandates.

EXAMPLE OF DUTIES

1. Responsible for developing programs for improved work force accountability, efficiency, and production.
2. Directs the general operations of leadership development programs for trades' people seeking administrative positions.
3. Directs the administrative selection process for applicants for leadership development programs for trade employees to include screening, interviewing and selection.
4. Directs the preparation, dissemination and interpretation of data from an annual needs assessment instrument to District and regional administrators and supervisors.

5. Uses data from relevant sources to plan and schedule appropriate professional development activities to support Facilities Operations personnel.
6. Directs the preparation of District and State reports for administrative/professional and technical staff development.
7. Develops performance plans for staff and completes evaluations as appropriate.
8. Coordinates site training sessions for new employees to provide support and ensure understanding of responsibilities.
9. Develops apprenticeship, student intern and other entry level training programs.
10. Works closely and collaboratively with staff in other District offices to address and support staff development needs and required documentation.
11. Produces and publishes a monthly newsletter and/or other informative publications for Facilities Operations staff.
12. Develops and directs implementation of special activities such as public/private sector programs of leadership conferences for administrative, professional and technical staff development.
13. Works cooperatively with personnel in the State Department of Education and with personnel in other Florida counties in planning and delivery of training.
14. Evaluates current professional development activities to maintain state of the art program offerings for administrative/professional and technical staff.
15. Participates in the implementation of technical assistance model(s) with steering (planning) committees and District-level offices to plan programs that reflect identified needs or special requests.
16. Monitors the design and preparation of training materials for selected programs/presentations, as requested.
17. Completes required District and State reports.
18. Evaluates assigned staff.

19. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors. May require in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Master's degree with certification in Educational Administration, Administration and Supervision, or Educational Leadership and a minimum of three (3) years administrative experience in personnel administration preferred.~~ Master's degree in Human Resource Management, Public Administration, Communication or other related field and five (5) years administrative experience in personnel administration.

OR

- ~~Bachelor's degree in Business Administration, Personnel Administration or related area and a minimum of six (6) years administrative experience in personnel administration.~~ Bachelor's degree in Human Resource Management, Public Administration, Communication or other related field and seven (7) years administrative experience in personnel administration.
2. Minimum of three (3) years experience in a professional of training and development environment required.
3. ~~Evidence of involvement in staff development activities.~~ Ability to facilitate and develop course curriculum required.
4. ~~Ability to communicate effectively in both oral and written form.~~ Ability to communicate clearly and concisely, both orally and in writing, on both technical and non-technical matters required.
5. Advanced skills utilizing word processing, presentation, spreadsheet and database software (Word, Excel, PowerPoint, Access, Visio) required.
6. Knowledge of personnel practices and project staffing required.
7. Experience working with Collective Bargaining Agreements a plus.
8. Personnel administration and/or management experience in a facilities operations environment strongly desired.

9. Ability to supervise personnel and/or processes at an administrative level required.
10. Possession of valid Florida driver's license.

DRAFT

MIAMI DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----------------------------------|--|
| 1. JOB TITLE: | Director II, Division of Maintenance,
Employee Resources Policies and
Procedures |
| 2. DEPARTMENT: | Facilities Operations |
| 3. IMMEDIATE SUPERVISOR: | Executive Director, Facilities Operations |
| 4. PAY GRADE: | 46 |
| 5. JOB CODE: | 0673 |
| 6. BARGAINING UNIT: | 8 |
| 7. DATE OF LAST REVISION: | April 5, 2006 |
| 8. POSITION AUTHORIZED: | Board Item E-3, April 14, 1999 |
| 9. POSITION REVIEWED: | April 4, 2006 |
| 10. MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Under the direction of the Executive Director, provides direction, leadership, and supervision of employee resources personnel and processes.

EXAMPLE OF DUTIES

1. Ensures the accurate and efficient administration of personnel transactions for all maintenance staff.
2. Assists the Executive Director in the reporting of adequate staff levels by reconciling open position reports on a regular basis. Remains aware of future employment needs and participates in forecast planning for personnel.
3. Develops programs for improved workforce accountability, efficiency, and production.
4. Chairs interview committees, and submits recommendations for hire.
5. Works collaboratively with Office of Professional Standards; Worker's Compensation; Region Maintenance Center Directors and other District administrators and offices on various personnel matters.

6. Updates Facilities Operations handbook on an annual basis.
7. Creates and updates department organizational charts in various formats for review and maintenance of staffing levels.
8. Facilitates and fosters the establishment of a departmental productivity improvement program.
9. Conducts analytical studies of field and office operations as requested, and prepares written procedures as appropriate.
10. Supervises the payroll functions and staff involved in reporting and maintaining employee time and attendance in accordance with Board and Fair Labor Standard policies and requirements.
11. Uses various software applications to create, maintain, review, analyze, and evaluate information for reports, presentations and various correspondences.
12. Writes and publishes monthly employee newsletter. Performs other duties comparable to the above and related to general administrative responsibilities assigned by the supervising administrator, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This is sedentary work, which requires the following physical activities: sitting, mobility, finger dexterity, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. A Bachelor's degree in Business, Personnel Services, Human Resources, Public Administration, Communication, English or other related field. Master's Degree desired.
2. Seven (7) years progressive experience in human resources functions to include administration and supervision of staff and processes.
3. An in-depth knowledge of payroll, personnel practices and project staffing required.
4. Experience working with Collective Bargaining Agreements a plus.
5. Advanced skills utilizing word processing, presentation, spreadsheet and database software (Word, Excel, PowerPoint, Access, Visio) required.
~~A minimum of five (5) years of experience with computerized systems within a large private or public entity.~~

6. Personnel administration and/or management experience in a facilities operations environment strongly desired.
7. Ability to communicate clearly and concisely, both orally and in writing, on both technical and non-technical matters. Ability to communicate effectively in both oral and written forms.
8. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Director II, Finance, Maintenance Finance
<u>Facilities Operations</u> |
| 2. | DEPARTMENT: | <u>Facilities Operations</u> |
| 3. | IMMEDIATE SUPERVISOR: | Operations Officer |
| 4. | PAY GRADE: | 46 |
| 5. | JOB CODE: | 0821 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 13, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item D-21, February 16, 2005 |
| 9. | POSITION REVIEWED: | April 12, 2006 |
| 10. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for providing administrative support in coordinating all of the financial elements of the deferred Facilities Operations program in conjunction with the administrative oversight of the Facilities Operations budget.

EXAMPLE OF DUTIES

1. Monitors the financial systems Facilities Operations.
2. Monitors the process of developing the needs and requirements for a Project Based Fiscal Reporting System.
3. Supervises the budgetary function within Facilities Operations and interfaces with the Division of Accounting, Budget, and Finance.
4. Prepares and manages the budgeting and allocation of Facilities Operations' personnel resources.
5. Supervises the management of Facilities Operations' property inventory, including audits and accounting.
6. Supervises the preparation of various budgetary reports and documents as required by Facilities Operations. Monitors the status of all purchase orders and requisitions originated by Facilities Operations and ensures that unused funds are released in a timely fashion.

7. Supervises the work scheduling and control function, including coordination of resources with the task requirements.
8. Provides information to trade supervisors concerning workload and fund allocations for Facilities Operations and capital improvement projects.
9. Supervises and prepares various reports, projecting the overall expenditures of Facilities Operations. Monitors overhead cost charges and adjusts labor production rates based on overhead expenditures.
10. Supervises the preparation of reports and ensures compliance with expenditures requirements. Monitors payroll expenditures versus leave and hours reported through the COMPASS system to determine and correct shortfalls.
11. Designs, develops and maintains the budget development system, staff allocation system and supply allocation system, including supervision of data integrity and entry, and interfaces between enterprise and computerized maintenance management systems.
12. Coordinates with Information Technology Services on all issues which relate to financial and business service on-line systems. Supervises enhancements to existing systems, problem identification and resolution, system upgrades, evaluation of business services software and related products common to the industry.
13. Monitors and updates performance measurements on a daily and weekly basis.
14. Advises the Facilities Officer on the financial status of all Capital Program and Facilities Operations functions.
15. Performs other duties comparable to the above and related to general administrative responsibilities assigned by the supervising administrator, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: mobility, reaching, sitting, standing, lifting, finger dexterity, grasping, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration, with major studies in Accounting, Computer Science or related field

AND

~~Seven (7) years of progressively responsible experience in public accounting with a minimum of three (3) years in construction accounting/auditing~~

2. A Certified Public Accountant in the State of Florida is desirable.
3. Ability to communicate effectively in oral and written form.
4. Specific experience in construction accounting/auditing desired.
5. Experience in the use of various accounting and word processing software.
6. Ability to supervise personnel and/or processes.
7. ~~Possession of a valid Florida's Driver's license.~~

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|--------------------------------|---|
| 1. JOB TITLE: | Director I, Central Trades
<u>Facilities Operations</u> |
| 2. DEPARTMENT: | Facilities Operations |
| 3. IMMEDIATE SUPERVISOR: | Administrative Director, Facilities
Operations |
| 4. PAY GRADE: | 45 |
| 5. JOB CODE: | 0411 |
| 6. BARGAINING UNIT: | 8 |
| 7. DATE OF LAST REVISION: | May 19, 2006 |
| 8. POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 9. POSITION REVIEWED: | May 18, 2006 |
| 10. MIN. QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Directs the development, planning, coordination, and implementation of all activities pertaining to the scheduling, relocation, installation, and rehabilitation of portable buildings.

EXAMPLE OF DUTIES

1. Directs the development, planning, coordination, and execution of portable relocations, including directing, monitoring, and evaluation of contractors and consultants utilized by the District.
2. Directs the planning of fiscal budget, personnel, material and contracted resources available to the portable program to ensure cost-effectiveness.
3. Directs and coordinates the efforts of in-house staff, professional consultants and school site administrators to determine the most appropriate location for relocatable buildings with consideration for utilities, accessibility, safety, construction conflicts, and cost-effective installation.
4. Directs the planning and sequencing of each relocatable move.

5. Directs the rehabilitation of relocatable buildings by in-house trade forces; assists in developing standard work plans and material usage; and coordinates all necessary resources to produce an efficient work process.
6. Meets with appropriate M-DCPS administrators, District departments and site administrators to determine needs for, and status of, relocatable facilities projects.
7. Provides project status reports to be used by various administrative levels and departments throughout the District.
8. Directs the capture, maintenance, review, analysis, and evaluation of data and creation of reports to be used by various administrative levels and departments throughout the District. Manages the inventory database of relocatable facilities used to update various computerized maintenance management systems.
9. Establishes priorities for rehabilitation of the District's relocatable buildings.
10. Develops, recommends, and directs implementation of policies and procedures to ensure compliance with applicable Board Rules, code requirements, governmental regulations and Florida State Statutes.
11. Recommends budget levels for current and projected relocation requirements.
12. Maintains current working knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy and maintenance of educational and ancillary facilities.
13. Responsible for evaluating, counseling and ensuring subordinate conformance with established policies, guidelines, procedures, and appropriate labor agreements.
14. Remains on-call 24 hours a day to respond to emergencies and District priorities.
15. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This position requires the following physical activities: climbing, bending, stooping, kneeling, balancing, bending, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions,

talking, hearing and visual acuity. The worker is exposed to noise, hazards and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree (Master's degree preferred) in Construction Management, Engineering, Architecture, Public Administration, or related field, and five (5) years of documented experience in the direct supervision of a large multi-trade workforce including subcontractors engaged in maintenance and/or construction activities for a large multi-faceted operation.

OR

~~Possession of a Certified General Contractor's License in the State of Florida, and six (6) years of documented experience in the direct supervision of multi-trade work force engaged in maintenance and minor construction activities.~~

OR

High School diploma and a minimum of ten (10) years documented experience in the management of construction trades, preferably with builder and/or multi-trade experience, with six (6) years in direct supervision of a large workforce including subcontractors engaged in maintenance and/or construction activities for a large multi-faceted operation.

2. Demonstrated Knowledge of all facets of the construction industry, including estimating, budgeting, scheduling and reporting.
3. ~~Three (3) years demonstrated management experience in a large public agency construction or maintenance program.~~
4. Demonstrated ability to communicate effectively in both oral and written forms.
5. Skilled in the use of computerized maintenance management systems and project scheduling software.
6. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, and maintenance of educational and ancillary facilities.
7. Ability to supervise personnel and/or processes.
8. Possession of a valid Florida driver's license.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|--------------------------------|---|
| 1. JOB TITLE: | Director I, Facilities and Inventory Management
<u>Educational Facilities Administration and Planning</u> |
| 2. DEPARTMENT: | Educational Facilities Administration and Planning |
| 3. IMMEDIATE SUPERVISOR: | Admin. Director, Facilities Planning |
| 4. PAY GRADE: | 45 |
| 5. JOB CODE: | 0525 |
| 6. BARGAINING UNIT: | 8 |
| 7. DATE OF LAST REVISION: | April 17, 2006 |
| 8. POSITION AUTHORIZED: | Board Item E-8, August 23, 2000 |
| 9. POSITION REVIEWED: | April 14, 2006 |
| 10. MIN. QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for the management, coordination and review of all Department of Education regulations pertaining to the District's capital outlay construction program and for the identification and development of capital requirements. Assists in activities related to the District's facilities planning process, including demographics and changing trends in population and housing patterns.

EXAMPLE OF DUTIES

1. Coordinates reviews for all capital construction projects required by the Department of Education.
2. Develops Educational Specifications (Ed Specs), Ed Specs addenda and Phase submissions for program and educational financial requirements as stated in 6A-2/S.R.E.F. and Florida State Statutes.
3. Provides administrative support and assistance to the Project Manager, Project Architects, Consultants and TRSC/UBCI firms involved with the capital construction program.
4. Coordinates, schedules, validates and compiles documentation for the Educational Plant Survey.
5. Supervises the administrative function of the year-round update of the Florida Inventory of School Houses (FISH) and monitors district-wide implementation and distribution.

6. Supervises staff within the Department of Educational Facilities Administration and Planning.
7. Provides support and assistance to the development of the District Five-Year Capital Work Plan to be submitted to the Board and the Department of Education.
8. Interacts with appropriate staff members and District representatives in coordinating the planning process.
9. Supervises activities related to the planning of future educational facilities using the Geographic Information System.
10. Analyzes the impact of proposed residential developments, redevelopments, and changing demographics within existing residential developments in the District's Five-Year Capital Plan.
11. Creates, compiles, and edits appropriate reports and presentations.
12. Prepares, maintains and provides appropriate reports, documents and other materials related to residential housing, student population and school capacity.
13. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. Requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in School Administration, Business Management, Construction Management, Engineering, or Public Administration.

OR

Minimum of ten (10) years administrative experience in plan reviews, facilities planning, business management, and/or contract administration.

2. Demonstrated ability to communicate effectively in oral and written form.
3. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Director I, Facilities Operations,
Satellite— <u>Regional Maintenance
Centers</u> |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director,
Maintenance Operations |
| 4. | PAY GRADE: | 45 |
| 5. | JOB CODE: | 0413 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 12, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 9. | POSITION REVIEWED: | April 11, 2006 |
| 10. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Organizes, plans, directs, coordinates and manages a designated region of Miami-Dade County Public Schools (M-DCPS) and is responsible for the facilities operations and capital program needs of these facilities, including grounds and equipment.

EXAMPLE OF DUTIES

1. Plans and directs activities of the regional maintenance center coordinators and the respective forepersons working under their supervision.
2. Directly responsible for ensuring that all facilities, systems, equipment and grounds are properly maintained at assigned locations.
3. Oversees the implementation and monitors internal controls for labor hours and materials used in various projects and maintains updated procedures as necessary.
4. Ensures that all assigned personnel are properly trained and have required licenses and/or permits.
5. Meets with regional center and site administrative personnel and other school personnel on a routine basis to discuss their requirements.

6. Completes and communicates regular status reports on assigned facilities, as appropriate.
7. Conducts frequent inspections of assigned facilities to ensure established operational goals are being maintained.
8. Organizes and provides leadership for cost effective utilization of resources including personnel, equipment, facilities, vehicles, supplies and contracted services.
9. Reviews assignments of projects and makes necessary adjustments based on available resources to maximize use of existing facilities. Develops programs and operational procedures to determine the most cost effective and expeditious means to complete assigned projects either with in-house forces or by utilizing the Engineering Small Projects Consulting Program or the Job Order Contracting Program.
10. Directs portable relocation and installation of new portables within a specific area.
11. Prepares operational budgets and submits to the Facilities Operations senior leadership for review and approval.
12. Ensures employees are aware of and adhere to established personnel policy guidelines and procedures.
13. Develops, in conjunction with immediate supervisor, realistic regional maintenance center improvement goals and conducts the necessary planning and monitoring meetings with subordinate supervisors to ensure achievement.
14. Coordinates the purchase of tools, equipment, supplies, and materials; and ensures that an adequate level of stockroom supplies and spare parts are available to provide efficient service.
15. Verifies all pay records and approves payroll for subordinate personnel.
16. Ensures that physical inventory audits of all assigned tools and equipment are conducted on a periodic basis and that appropriate inventory records are maintained.
17. Establishes and maintains a formal safety program for subordinate personnel and recommends further technical training of subordinates as required.

18. Performs other duties comparable to the above and related to general administrative responsibilities assigned by the supervising administrator, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors and requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Engineering, Architecture, Construction Management or other related field and five (5) years in direct supervision of large a workforce including subcontractors engaged in institutional and/or commercial construction for a large multi-faceted operation. Master's degree desired.

OR

High school diploma and documented ten (10) years experience in management with six (6) years in direct supervision of a large workforce including contractors engaged in institutional and/or commercial construction for a large multi-faceted operation.

2. Knowledge of all facets of facilities management and the construction industry, including planning, estimating, budgeting, scheduling, and reporting.
3. Ability to manage a full service facility maintenance program for multi-facility building locations.
4. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, and maintenance of educational and ancillary facilities.
5. Skilled in the use of computerized maintenance management systems and project scheduling software.
6. Ability to supervise personnel and/or processes.
7. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentation and submitted documents.
8. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Supervisor I, <u>Maintenance Facilities Operations</u> , Customer Service |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Director, Facilities Operations |
| 4. | PAY GRADE: | 43 |
| 5. | JOB CODE: | 0678 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 13, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item E-3, April 14, 1999 |
| 9. | POSITION REVIEWED: | April 12, 2006 |
| 10. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for providing information pertaining to the system-wide planning and development of business and facilities management programs at all locations. Coordinates the flow of information between regional maintenance centers and government agencies, as well as other external sources pertaining to the Facilities Operations Management Plan. Supervises the comprehensive on-line work order control system.

EXAMPLE OF DUTIES

1. Coordinates efforts among the organizational unit, regional maintenance centers, and other Miami-Dade County Public Schools (M-DCPS) departments, to ensure Facilities Operations efforts meet the needs and objectives of the District's Master Work Plan and Master Work Schedule.
2. Provides periodic management status reports.
3. Conducts and participates in regular planning meetings to review, coordinate, and prioritize work requests.
4. Meets with individual units of the organization, as necessary, to obtain status information and timeframes for project completion.

5. Facilitates the planning and scheduling of work orders through enterprise and computerized maintenance management systems. Processes and expedites Daily Status Forms, Maintenance Support Requests Forms, emergency phone requests, inter-departmental and administrative work order requests.
6. Maintains the computerized Work Order Control System by supervising and monitoring the progress of daily tasks assigned to work order control personnel ensuring the immediate availability of current and accurate labor and material data.
7. Is responsible for the pre-audit and retrieval of reimbursable work orders and the purging of maintenance work orders. Provides for organized storage of work orders and their transfer to archives in accordance with federal, State, local and MDCPS regulations ensuring the integrity of the documents for auditing.
8. Communicates with auditors and provides information regarding work order-related inquiries.
9. Supervises support staff as appropriate.
10. Provides information to trade supervisors concerning fund allocations for maintenance and capital improvement projects; facilitates the reduction of outstanding work order commitments, suspense account balances and the resolution of interface errors between enterprise and computerized maintenance management systems.
11. Uses electronic databases and spreadsheet software programs in order to create, maintain, review, analyze, and evaluate information for reports to be used by various administrative levels and departments throughout the District.
12. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This is work which requires the following physical activities: twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, talking, hearing, and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. A Bachelor's degree in Business Administration, Computer Science, Public Administration or other related field and three (3) years experience in the role of office manager or supervisor.

OR

~~An Associate's Degree in a related field and five (5) years of documented progressive experience in a high volume automated office environment. High School diploma and seven (7) years progressive experience in professional office administration with three (3) of those years in the role of office manager or supervisor.~~

2. ~~A minimum of five (5) years experience interacting as information liaison in a large organization or governmental agency, including using a computer network to provide information, management reports, and customer service.~~
3. A minimum of five (5) years experience using spreadsheet and database programs. Ability to utilize various software applications to generate, interpret and manipulate data.
4. A minimum of two (2) years experience with utilities such as Copilot or other AS 400 to text emulation software.
5. Demonstrated The ability to communicate effectively in both oral and written forms.
6. Ability to supervise personnel and/or processes.
7. Knowledge of computerized maintenance management systems and project scheduling software.
8. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Coordinator III, Facilities Project (Roofing Design and Inspection) |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, Facilities Operations |
| 4. | PAY GRADE: | 42 |
| 5. | JOB CODE: | 0375 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | March 13, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item C-18, Nov. 5, 1986 |
| 9. | POSITION REVIEWED: | March 10, 2006 |
| 10. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for planning, development, implementation and supervision of a District-wide comprehensive roofing maintenance program. Develops roof replacement standards and assists in the establishment of individual project's scope and budget. Supervises the design process, including obtaining required approvals, bids and contract awards of roofing projects for all Board owned facilities. Ensures that all applicable standards, rules, regulations, and procedures are adhered to. Supervises the roof inspection program and personnel and initiates corrective action when necessary.

EXAMPLE OF DUTIES

1. Coordinates the development of roof replacement projects, including establishment of project priorities, scope and budget. Monitors consultants design activities, plans and specification approvals, bid preparation and contract award of roofing projects.
2. Evaluates new and existing roofing technologies, materials and systems for application or discontinuance on Board-owned facilities.
3. Assists in the development and implementation of design guidelines and specifications for new and replacement roofing systems.

4. Participates in the selection and contract negotiations for professional roofing designers and consultants.
5. Establishes and applies performance criteria to the evaluation of roofing consultants.
6. Supervises the District-wide roof inspection program and assures that deficiencies are addressed timely by District staff, product manufacturers and/or contractors, as appropriate.
7. Coordinates the development and implementation of the District's roofing training program and ensures warranty enforcement.
8. Evaluates the performance of District staff and contracted vendors and ensures compliance with applicable specifications, rules, regulations, policies and procedures.
9. Participates in conflict resolution, including recommendations for corrective and/or disciplinary actions.
10. Reviews and approves pay requests for consultants and vendors.
11. Assembles, analyzes and disseminates data and reports used at multiple administrative levels within Miami-Dade County Public Schools.
12. Maintains a current working knowledge of federal, State, and local laws, codes, ordinances, and rules pertaining to the design, construction, occupancy and maintenance of educational and ancillary facilities.
13. Remains on-call 24 hours a day to respond to emergencies and District priorities.
14. Performs other duties and responsibilities as required, as the above duties only describe typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, talking, hearing and visual acuity. The worker is exposed to noise and hazards. The work is performed indoors and outdoors with frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Architecture, Engineering, Architectural Engineering, Construction Management, or related field, and four (4) years of documented experience as a project manager for roofing construction related projects.

OR

High school diploma and a minimum of eight (8) years of documented experience as ~~an active state Licensed Contractor~~ as a construction site superintendent responsible for the supervision of a multi-trade workforce.

OR

~~High school diploma and eight (8) years of documented experience as a construction site superintendent responsible for the supervision of a multi-trade workforce.~~

- ~~2. Experience with, and a working knowledge of desktop computers and word processing, database, and messaging software. Ability to utilize various software applications to generate, interpret and manipulate data.~~
- ~~3. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, and maintenance of educational and ancillary facilities.~~
- ~~4. Skilled in the use of computerized maintenance management systems and project scheduling software.~~
5. Ability to supervise personnel and/or processes.
6. Possession of a valid Florida driver's license.
7. Demonstrated ability to communicate effectively in oral and written forms.

DRAFT

MIAMI DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Coordinator III, Maintenance ~~Accounting~~ Finance
Facilities Operations
 2. DEPARTMENT: Facilities Operations
 3. IMMEDIATE SUPERVISOR: Director II, Finance Facilities Operations
 4. PAY GRADE: 42
 5. JOB CODE: 0681
 6. BARGAINING UNIT: 8
 7. DATE OF LAST REVISION: April 11, 2006
 8. POSITION AUTHORIZED: Board Item E-3, April 14, 1999
 9. POSITION REVIEWED: April 10, 2006
 10. MIN. QUAL. & TITLE CHANGE: Board Item D-24, July 12, 2006
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OCCUPATIONAL SUMMARY

Develops and maintains accounting systems and reports and ensures that necessary documentation and audit trails are provided for Facilities Operations. Coordinates and monitors the budgetary function within Facilities Operations and acts as liaison with the Office of Accounting, Budget and Finance. Analyzes, classifies and interprets all pertinent budget data in preparation of budget forecasts and assists in the implementation of procedures for budget control.

EXAMPLE OF DUTIES

1. Assists in the design and development of budgeting and accounting systems, controls, practices, and procedures designed to protect the assets, properly accounting for expenditures, and provides each level of management with fiscal information required for decision-making responsibilities.
2. Performs accounting and statistical analyses on weekly and monthly Budget Summaries and Exception Reports, Budget Forecasts, and Project Cost Reports for the capital and maintenance operations within Facilities Operations.
3. Monitors the compilation of operating data, activity reports, cost reports, material costs, and related reports as required to determine standardized cost basis, productivity measurements, and base periods.
4. Designs report procedures and detailed procedures manuals for operating staff.

5. Coordinates and participates in organization and method surveys regarding cost accounting, and coordinates cost analyses with an overall method and system review.
6. Maintains continuous surveillance of budget performance, conducting analyses to detect significant trends; identifying causes of variance from planned results, and interprets the impact of these trends and variances on future operating performance.
7. Oversees the establishment and maintenance of funding for capital projects.
8. Participates on committees established to consider optimum use for public funding of school and ancillary construction projects.
9. Oversees the development and distribution of accounting reports and analyses of current operating data to provide management with timely accounting performance, departmental cost performance, and cost improvement programs.
10. Assists in the design, development, and maintenance of ideal cost systems as they relate to interactive work order systems that will permit verifying the elements of pricing costs, variances, and proposed charges, while at the same time facilitating production.
11. Develops and maintains a Quality Assurance Program to ensure cost accounting accuracy and property audit trails for Facilities Operations.
12. Monitors and evaluates the performance of employees and the fiscal and programmatic results of operations and, based on such evaluations, recommends the promotion, transfer, and/or termination of employees.
13. Supervises and coordinates statistical analyses in managing carryover projects and the capital outlay suspense accounts.
14. Develops, analyzes, coordinates, and controls budgetary transactions by designing, monitoring, and preparing budget work papers, budget forecasts, budget transfers, and monthly budget/exception reports for Capital Operations.
15. Plans, coordinates, maintains, disseminates and implements accounting and budgetary functions through General Accounting and Budget Management for the Capital and Operating budgets.
16. Supervises the updating and implementation of hourly labor and overhead rates for the allocation of charges to capital and maintenance projects on a quarterly basis through the COMPASS System.
17. Supervises the reconciliation and management of personnel staffing data reports utilizing various systems and applications.

18. Plans and conducts an internal audit of payroll functions and material charges for all locations within Facilities Operations and evaluates the adequacy of internal controls and established operating procedures in areas of accounting, budget and payroll.
19. Provides staff training for Facilities Operations personnel on payroll procedures and interpretation of budget, accounting, and other financial/cost reports.
20. Prepares budget modifications, adjustments, and reclassification of the accounts, and establishes new general ledger accounts to meet the reporting requirements of various units in order to provide the responsible centers with adequate financial data.
21. Supervises the District's facilities rental function.
22. Transfers and controls custodial overtime through the establishment of a database for Capital Operations.
23. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENT

This work requires the following physical activities: use of computer, climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Accounting, Finance or Business Administration.
2. A minimum of five (5) years of professional cost accounting experience, three (3) of which must include practical experience with an automated accounting system and a cost accounting system design.
3. Demonstrated ability to communicate effectively in both oral and written forms.
4. Ability to supervise personnel and/or processes.
5. Ability to utilize various software applications to generate, interpret and manipulate data.
6. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Coordinator II, <u>Relocatables Portable Facilities</u>
2.	DEPARTMENT:	Facilities Operations
3.	IMMEDIATE SUPERVISOR:	Supervisor II, Facilities Operations
4.	PAY GRADE:	41
5.	JOB CODE:	0709
6.	BARGAINING UNIT:	8
7.	DATE OF LAST REVISION:	April 13, 2006
8.	POSITION AUTHORIZED:	Board Item A-2, June 8, 1988
9.	POSITION REVIEWED:	April 12, 2006
10.	MINIMUM QUAL. & TITLE CHANGE:	Board Item D-24, July 12, 2006

OCCUPATIONAL SUMMARY

Provides administrative support in the management and operation of the Portable Program for Facilities Operations. Responsible for the development and implementation of policies and procedures to ensure compliance with School Board Rules, code requirements and governmental regulations governing the installation of relocatable buildings.

EXAMPLE OF DUTIES

1. Organizes, plans, and coordinates the successful operation and management of the Portable Program.
2. Ensures the cost effective utilization of resources of the portable program.
3. Works with in-house staff and school site administrators to determine the best location of relocatable buildings with regard to accessibility, safety, construction conflicts, cost effective installation and security.
4. Coordinates efforts to ensure the efficient and prompt relocation of relocatable buildings. Assists in determining sequence and priority for scheduling relocation/placement of relocatable buildings.
5. Provides regular project status reports for various administrative levels and departments throughout the District.

6. Facilitates the development and implementation of policies and procedures to be followed to ensure compliance with School Board Rules, code requirements and governmental regulations governing the installation of relocatable buildings.
7. Manages the inventory database of relocatable facilities used to update enterprise and computerized maintenance management systems.
8. Recommends budget levels for current and projected relocation requirements.
9. Serves as the Office of Facilities Operations' liaison with other M-DCPS departments for immediate and current project status of relocatable facilities.
10. Responsible for evaluating, counseling and disciplining, if necessary, supervised personnel according to established policies, guidelines, procedures and appropriate labor agreements.
11. Remains on call twenty-four hours a day to handle emergencies.
12. Performs other duties comparable to the above as the above duties describe only the typical, primary components of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sifting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, hazards and atmospheric conditions. The work is performed indoors and outdoors, and requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Construction Business Administration, Public Administration, Engineering, Architecture or related field, ~~possession of a Certified General Contractor's License in the State of Florida~~ and three (3) years documented experience in developing, organizing and executing facility maintenance and/or minor construction activities of a large school district or public/private institution.

OR

Minimum of seven (7) years in the construction trades, preferably with experience as a builder and/or multi-trade experience with three (3) of those years developing, organizing and executing facility maintenance and/or minor construction activities of a large school district or public/private institution.

2. ~~Demonstrate knowledge of all facets of the construction industry including estimating, budgeting, scheduling and reporting.~~ Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentation and submitted documents.
3. ~~Previous experience in a large governmental construction operation.~~ Experience with on-line computerized Maintenance Management Systems and project scheduling.
4. Demonstrated knowledge of statutes, rules, ordinances and codes applicable to maintenance contracting and operations.
5. Advanced skills utilizing word processing, presentation, spreadsheet and database software (Word, Excel, PowerPoint, Access, etc.)
6. Ability to supervise personnel and/or processes.
7. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Coordinator I, Trades <u>Facilities Operations</u> |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Region Maintenance Center
Director, Facilities Operations |
| 4. | PAY GRADE: | 40 |
| 5. | JOB CODE: | 0470 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 28, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 9. | POSITION REVIEWED: | April 27, 2006 |
| 10. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for planning, coordinating, and managing maintenance and construction activities performed by District personnel and/or vendors.

EXAMPLE OF DUTIES

1. Directly responsible for coordinating efforts to ensure that all building maintenance systems, equipment, and grounds are properly maintained at assigned locations.
2. Plans, schedules, executes, and monitors corrective and preventative maintenance activities in accordance with Facilities Operations preventative and planned maintenance programs.
3. Evaluates actions performed by contractor and District personnel and monitors compliance with regulations, procedures, and specifications. Takes appropriate action for non-compliance.
4. Monitors budgets and controls costs. Manages assigned resources to deliver services according to plan and within budget.

5. Participates in conflict resolution, including documenting performance issues and employee behavior.
6. Uses electronic databases, scheduling applications, CMMS and spreadsheet software programs in order to create, maintain, review, analyze, and evaluate allocation of human resources, cost per square foot, work order completion data and other information for reports to be used by various administrative levels and departments throughout the District.
7. Remains on call 24 hours a day to respond to incidents that might include, but not be limited to, fires, storms, vandalism, execution of urgent projects, and/or major system failures at any District facility.
8. Visits assigned facilities and meets with site administrators. Maintains a high level of customer service with vendors.
9. Keeps current with, and has a working knowledge of, federal, State, and local laws and regulations that impact the occupancy, maintenance, design and construction of educational and ancillary facilities.
10. Performs other related tasks as assigned by the immediate supervisor, as the above duties describe only typical, primary features of the job. May be assigned to any District office or facility and may be assigned to work alternate shifts.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, sitting, standing, walking, lifting, finger dexterity, grasping, talking, hearing and visual acuity. The worker is exposed to noise and hazards. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Engineering, Architecture, Construction Management, or related field.

OR

A high school diploma and a minimum of six (6) ~~seven (7)~~ years of documented experience performing maintenance and/or construction activities.

2. Experience with an on-line computerized maintenance management system and project scheduling software.

3. Demonstrated The ability to communicate effectively in both oral and written forms.
4. Knowledge of Florida State Statutes, rules, ordinances and codes applicable to maintenance contracting and operations.
5. Ability to utilize various software applications to generate, interpret and manipulate data.
6. Ability to supervise personnel and/or processes.
7. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, and maintenance of educational and ancillary facilities.
8. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Assistant Superintendent, Curriculum and Instruction (~~School Improvement Zone~~) Early Childhood Programs
 2. DEPARTMENT: Curriculum, Instruction and School Improvement
 3. IMMEDIATE SUPERVISOR: Deputy Superintendent, Curriculum, Instruction and School Improvement
 4. PAY GRADE: 25
 5. JOB CODE: 0026
 6. BARGAINING UNIT: 6
 7. DATE OF LAST REVISION: May 1, 2006
 8. POSITION AUTHORIZED: Board Item A-1, February 13, 2002
 9. POSITION REVIEWED: April 27, 2006
 10. TITLE CHANGE: Board Item D-24, July 12, 2006
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OCCUPATIONAL SUMMARY

Responsible for providing monitoring and support services to all school sites housing Pre-K and Kindergarten programs in the continued implementation of the District's early childhood curriculum.

This position assumes the responsibility for the planning and implementation of the Voluntary Pre-Kindergarten (VPK) program and is a liaison to the Early Childhood Coalition. In the area of student achievement, this position is responsible for monitoring student progress as demonstrated through the Florida Kindergarten Readiness Screener (FLKRS) and making appropriate recommendations as needed. This position is also responsible to assure District compliance with all legislative mandates in relation to pre-kindergarten.

EXAMPLE OF DUTIES

1. Develops, reviews, and monitors curriculum for early childhood programs.
2. Compiles, submits, administers, and approves budget and expenditures for areas of responsibility.
3. Collaborates in the development of appropriate staff development and follow-up activities to ensure quality educational programs in the area of pre-kindergarten and early childhood.

4. Prepares and/or interprets Board rules, policies, legislative mandates, and directives as they apply to pre-kindergarten/early childhood programs at schools, regional centers, and other departments of offices in the school system.
5. Prepares and reviews Board agenda items within the assigned area of responsibility for the Deputy Superintendent, Curriculum, Instruction and School Improvement.
6. Appraises the annual performance of assigned personnel.
7. Serves as liaison to the Early Childhood Coalition representing the Superintendent of Schools.
8. Directs, supervises, reviews, and monitors the financial reports for the Instructional and Curriculum operating budget, VPK, Even Start, Title I, Head Start Transition, and the Pre-K Fee Supported program to strategize the planning and disbursement of funds to ensure budgetary control, program implementation, and adherence to State and District financial reporting.
9. Performs other duties related to general administrative responsibilities as assigned by immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: mobility, sitting, standing, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in Education or related field, with certification in supervision and administration, or educational leadership, or school principal.
2. Minimum of five (5) years of teaching experience at elementary and/or secondary levels.
3. Minimum of seven (7) years of successful administrative experience with increasing responsibilities.
4. Ability to deal tactfully and effectively with others.
5. Ability to communicate effectively in both oral and written form.

D R A F T

MIAMI DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Executive Director, Personnel Records
Maintenance and Retrieval Systems Operations
and Network Services |
| 2. | DEPARTMENT: | Office of Human Resources |
| 3. | IMMEDIATE SUPERVISOR: | Human Resources Officer |
| 4. | PAY GRADE: | 47 |
| 5. | JOB CODE: | 0090 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 6, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 9. | POSITION REVIEWED: | April 5, 2006 |
| 10. | TITLE CHANGE: | Board Item D-24, July 12, 2006 |
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OCCUPATIONAL SUMMARY

Directs and supervises all functions and activities of the Personnel Operations and Network Services. Supervises and coordinates the maintenance and operation of the Personnel Reporting System, and the Personnel Imaging System, and drug testing of applicants. Serves as the contact person between ITS and the Office of Human Resources, and maintains security and confidentiality, as needed.

EXAMPLE OF DUTIES

1. Directs the activities of the Director, Network Analyst and Manager of Personnel Operations and Network Systems.
2. Serves as liaison with all region offices in processing the transfer of personnel, as approved by the Human Resources Officer, Office of Human Resources.
3. Directs and supervises the maintenance and the daily operations related to the personnel imaging system.
4. Assists school, region, and District level administrators in initiating, processing and validating personnel transactions.
5. Coordinates the monitoring and maintenance of applicant files.
6. Directs the establishment of public and confidential files, and the development of appropriate procedures for controlling access to RACF applications for the Office of Human Resources.

7. Manages the general drug screening procedures and the confidentiality and security of data.
8. Directs the planning and scheduling of departmental work activities and programs.
9. Supervises the "overrides" in the Personnel Reporting System as related to modifications of confidential data, and other exclusionary transactions.
10. Participates in training sessions for administrative personnel on the proper usage of the Applicant Tracking System and the processing of personnel actions.
11. Responds to personnel inquiries, which interpret personnel policies and procedures, and prepares special production runs on personnel data as required.
12. Supervises the transfer of drug test imaged documents to the Records Retention Center, as prescribed in statutory requirements.
13. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
14. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is work which requires the following physical activities:, mobility, sitting, standing, finger dexterity, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in personnel, business administration, education or related field. Master's degree preferred.
2. Minimum of five (5) years experience in personnel, business administration, education or related field.
3. Three (3) years experience in overall data base management in both mainframe and personal computers.