

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: School Plant Safety & Sanitation Coordinator **Date Prepared:** 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

406	Safety Program	Design, implement, and evaluate safety and accident prevention programs. Educate students and staff.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
405	Safety Compliance	Supervise, review, and monitor the design, construction, renovation, and/or modification of new or existing structures to ensure compliance with legal standards. Includes personnel compliance with safety standards. Monitor and maintain athletic areas for liability and safety.
416	Building Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping. Inspect work of contractors. Inspect work of central maintenance crew.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies. Does <u>not</u> include employee grievances.
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
227	Maintain Certification(s)	Maintain current certifications such as CPR, First Aid, LPN, etc.

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Activity Name (Cont.)

417	Building Operations Planning	Develop preventive operations plans. Schedule maintenance and cleaning crews, overtime, and building rentals. Prioritize and schedule emergency calls.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Includes legislative liaison, both federal and state. Does <u>not</u> include parent liaison (see activity 010).
400	Local Building Security and Access	Open and close buildings. Monitor security.
223	Environmental Safety	Promotion and supervision of environmental safety.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
603	Disciplinary Actions	Recommend the discipline and/or termination of staff. Coordinate the approval and documentation requirements.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
228	State Reports	Compile statistics and prepare required state reports.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education: B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or Vocational training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience; and Appropriate certification/license as required.

Supervisory Responsibility: Yes

Te of Supervision: Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 7/1/2003