

Leon County Public Schools Classification Specification

Activity Name (Continued)

426	Equipment Set Up/Break Down	Move or set up furniture or equipment (e.g., computers, bleachers and sports equipment). Arrange rooms/auditoriums. Remove furniture or equipment after event and clean area as required.
417	Building Operations Planning	Develop preventative operations plans. Schedule maintenance and cleaning crews, overtime, and building rentals. Prioritize and schedule emergency calls.
755	In Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education: High School Diploma or equivalent with three years related experience

Supervisory Responsibility: Yes

Type 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