

Leon County Public Schools Classification Specification

Salary Grade 24

Summary Information:

Classification Title: Engineer

Date Prepared: 12/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

391	Facilities Development	Develop plans and estimate costs for installation of systems, utilization of facilities or construction of structures.
381	Facilities Design	Design new facilities and renovations. Work with architects and users on design issues.
380	Facilities Planning	Plan new school facilities and renovations to existing facilities, including defining space needs and conducting public hearings.
390	Facilities Inspection	Inspect project site and evaluate contractor work to detect design malfunctions and ensure conformance to design specifications and applicable codes.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
389	Facilities Project Control	Oversee administrative details, such as contractor billings, building project budgets, construction contracts, etc.
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.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
320A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.

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Activity Name (cont.)

074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
071	Contract Negotiation	Prepare and negotiate contracts/agreements entered into with external agencies and/or vendors. This does <u>not</u> include grant contracts, labor contract negotiating, or bus contracts, which are covered elsewhere.
090	Application Processing	Complete and process applications or forms for funded programs.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
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.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	M.A. with six years related experience; or B.A. or B.S. with eight years related experience two of which must include supervision of ten or more employees; or A.A. Degree with ten years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes <u>substantial</u> time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.
Effective Date:	01/13/2004