

**School District of Santa Rosa County
Job Description**

Director of Purchasing and Contract Administration

Reports to: Assistant Superintendent, Administrative Services	FLSA Status: Non-Exempt
Department: Various	Prepared by: Human Resources
Date: July 10, 2014	Job Code: 11010
Position #: 62000	Range: 28

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Responsible for purchasing and property control as well as custodial, food service, transportation and other contracted and functions.
- Supervises contracted custodial manager. Inspects schools and administrative sites to ensure buildings and grounds are properly cleaned and well maintained. Supervises all custodial personnel;
- Supervises contracted food services director. Acts as School Food Authority for district. Signature authority for district's USDA National School Program. Inspects kitchens and food service staff for compliance with national, state and local regulations. Performs annual National School Lunch Program On-Site School Reviews. Supervises all food service personnel;
- Supervises contracted transportation director. Ensures all federal, state and local transportation regulations are met. Supervises all transportation personnel;
- Purchases by competitive bidding, informal quotations and negotiation, items of supplies, services and equipment necessary for operation of School district; supervises purchasing office, warehouse, textbook depository, surplus warehouse, property control, courier services and other related functions;
Studies price trends, business and market and conditions;
- Reports to the School Board at regularly scheduled meetings. Prepares periodic board reports relating to areas of responsibility;
- Performs related duties as required or assigned.

Supervision Received:

Assistant Superintendent, Administrative Services

Supervision Exercised:

Property Control Department
Purchasing Department
Custodial Services Department
Food Service Department
Transportation Department

Minimum Qualifications & Skills Required:

Graduation from four year college or university with a degree in Business Administration or related field; four years experience in large scale buying; or an equivalent combination of training and experience.

Preferred:

Professional certification preferred. Approved certifications include, but not necessarily limited to: National Institute of Governmental Purchasing (NIGP) Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB), or National Association of Purchasing Management (NAPM) Certified Purchasing Manager (C.P.M.)

Physical Demands:

Requires sitting for long periods of time. Office/indoors setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Plumber I

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: July 10, 2014	Job Code: 11010
Position #: 85450	Range: 11

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assists in making repairs to existing installations of water, waste disposal, sprinkler systems and other plumbing installations;
- Installs plumbing systems in buildings;
- Assists in replacing cleaning and repairing flush valves and faucets;
- Removes stoppage from sewer lines;
- Makes pipe frames and railings, cuts, seams and threads pipes;
- Inspects sanitary and other plumbing installation for needed repairs;
- Cuts, fits and seals plastic pipe;
- May be required to work after hours and weekends;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school, trade school or GED.
- One year experience as a plumber or an equivalent combination of training and experience.
- Ability to obtain backflow prevention inspection and repair certification as required.
- Valid Florida driver's license with the ability to obtain a CDL and any other license, training and certification required by law or regulation to complete assigned tasks.

Preferred:

Operation of a variety of tools and equipment of the trade.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; duties require moderate to heavy lifting of over 75 pounds; Outside in various types of weather; involves working under hazardous conditions; may be exposed to fumes and gas from equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Plumber II

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: July 10, 2014	Job Code: 11010
Position #: 85460	Range: 15

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Makes general repairs to existing installations of sprinkler systems, water, waste disposals and plumbing installations;
- Installs plumbing systems in buildings;
- Replaces, cleans and makes repairs to flush valves and faucets;
- Removes stoppage from sewer lines;
- Makes pipe frames and railings, cuts, seams and threads pipes;
- Inspects sanitary and other plumbing installation for needed repairs;
- Cuts, fits and seals plastic pipe;
- Makes layouts and sketches of plumbing to be installed;
- Prepares estimates of materials, time, labor necessary to complete job;
- May be required to work after hours and weekends;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school, trade school or GED.
- Four years experience as a plumber or an equivalent combination of training and experience.
- Ability to obtain backflow prevention inspection and repair certification as required.
- Valid Florida driver's license with the ability to obtain a CDL and any other license, training or certification required by law or regulation to complete assigned tasks.

Preferred:

Operation of a variety of tools and equipment of the trade.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; duties require moderate to heavy lifting of over 75 pounds; operate pickup truck to reach job sites. Works outdoors in various types of weather; work under hazardous conditions; exposure to fumes and gas from equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Production Kitchen Manager

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: July 10, 2014	Job Code: 11010
Position #: 31140	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Interviews applicants and makes recommendations for employment;
- Determines where employees will best fit in the program;
- Supervises the training of new employees;
- Plans, assigns, supervises and inspects the work of employees through daily work and cleaning schedules;
- Supervises and assists as required in preparation and service of approved meals and A La Carte offerings;
- Supervises care and use of equipment and writes orders and requisitions;
- Receives food and non-food shipments to cafeteria in accordance with centrally approved practices;
- Requisitions repair and maintenance work, inventory of equipment, implements standards pertaining to sanitation and safety, personal hygiene and dress and the handling and storing of food and supplies;
- Keeps closely appraised of financial and operational efficiency;
- Makes necessary cost adjustments to operation through minimizing waste, accurate portioning, making good use of USDA commodities and utilizing leftovers, etc.;
- Prepares and maintains daily, weekly, monthly reports and employee time sheets;
- Banks monies collected from approved meal services;
- Attends training workshops, follows School Board policies and maintains inventory of food equipment;
- Attends workshops and training activities as directed by Food Service Director;
- Performs other duties as required or assigned.

Supervision Received:

Food Service Director

Director of Purchasing and Contract Administration

Supervision Exercised:

Cafeteria Staff

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Three years as a School Food Service Manager; or four (4) years as an Assistant School Food Service Manager; or eight (8) years experience as a School Food Service Worker.
- Received a minimum of 10 hours of in-service training related to School Food Service in the past year of employment.
- Certified by the American School Food Service Association.

Preferred:

Manual dexterity in order to operate kitchen equipment.

Physical Demands:

Must be able to walk, bend, reach, stand, and lift supplies and equipment up to 60 pounds; must be able to operate commercial kitchen equipment such mixers, grinders, slicers, convection ovens, steamers, etc.; must communicate using speaking, hearing and vision skills. Work in kitchen; exposure to high temperatures from ovens, stoves, dishwater; exposure to cleaning materials, chemicals, bleach, etc. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Purchasing Agent

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Purchasing	Prepared by: Human Resources
Date: July 10, 2014	Job Code: 11010
Position #: 62100	Range: 23

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Initiates contacts with vendors relative to supplies and equipment using purchase orders and contracts;
- Obtains and studies comparative prices, quotations, and is informed by state contracts;
- Purchases by competitive bidding, informal quotations and negotiations, items of supplies, services and equipment necessary for operation of the school district;
- Studies price trends and market conditions;
- Keeps informed of sources of supply and new product development;
- Investigates quality of purchased items and serves to insure that they meet purchase specifications;
- Prepares bidding and request for proposal (RFP) documents;
- Monitors all purchase requisitions to determine correctness of information, coding, etc.;
- Develops and maintains appropriate records, such as bidders list, bid files and purchase order files;
- Assumes responsibility for correspondence relating to school board purchasing;
- Prepares periodic reports relating to purchasing functions;
- Supervises all personnel assigned to the purchasing office;
- Performs other duties as required or assigned.

Supervision Received:

Director of Purchasing and Contract Administration
Assistant Superintendent, Administrative Services

Supervision Exercised:

Purchasing Department Personnel

Minimum Qualifications & Skills Required:

- Graduation from four year college or university with a degree in Business Administration or related area and four years experience in purchasing, warehousing or related fields;
- or two year degree in Business Administration or business related area and six years experience in purchasing, warehousing or related fields;
- or graduation from high school or GED and ten years experience in purchasing, warehousing or related fields (or an equivalent combination of training and experience.)

Preferred:

Professional certification preferred. Approved certifications include, but not necessarily limited to: National Institute of Governmental Purchasing (NIGP), Certified Public Purchasing Officer (CPPO), and Certified Professional Public Buyer (CPPB), or National Association of Purchasing Management (NAPM) Certified Purchasing Manager (C.P.M.)

Physical Demands:

Requires sitting for long periods of time. Office/indoors setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Supervisor of Building Maintenance

Reports to: Assistant Superintendent, Administrative Services	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: July 10, 2014	Job Code: 11010
Position #: 84155	Range: 23

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assigns and supervises office personnel, skilled trades workers and helpers;
- Evaluates work orders to determine necessary equipment, materials and time to complete job;
- Keeps records of time and cost required for each project;
- Requisitions necessary materials and equipment for jobs;
- Advises skilled trades workers on particularly difficult problems and participates in work of the trades as required;
- Interprets county policies to workers;
- Enforces safety precautions;
- Establishes or adjusts work procedures to meet production schedules using knowledge of worker's capabilities and difficulty of work;
- Recommends measures to improve efficiency of department;
- Recommends personnel actions such as promotions, use of annual leave and disciplinary actions;
- Performs annual evaluation of all assigned staff;
- Maintains effective relations with patrons, employees, and the general public;
- Develops both short-range and long-range building maintenance planning and budgeting;
- Takes action to ensure District compliance with applicable codes, rules and statutes;
- Works after hours and weekends when necessary or required;
- Performs related duties as required or assigned.

Supervision Received:

Assistant Superintendent, Administrative Services

Supervision Exercised:

Maintenance Department Employees

Minimum Qualifications & Skills Required:

- Graduation from high school, trade school or GED.
- Ten years experience in the building trades, five years must have been at a supervisory level.
- Valid Florida driver's license with the ability to obtain a CDL and any other license, training and certification required by law or regulation to complete assigned tasks.

Preferred:

Use and care of tools, equipment and materials of the trades; operation of micro-computer and terminal.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; requires moderate to heavy lifting of over 75 pounds. Works outside and inside; may involve hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Textbook and Surplus Warehouse Manager

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Purchasing	Prepared by: Human Resources
Date: July 10, 2014	Job Code: 11010
Position #: 62236	Range: 17

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Supervises receiving, sorting and routing of surplus supplies, equipment and materials;
- Searches out source of supply for surplus items;
- Manages textbook depository;
- Insures proper paperwork processing;
- Checks quantity, quality and conditions of goods received;
- Supervises warehouse personnel;
- Maintains office records and files;
- Uses computer for data entry and records management;
- Performs other duties as required or assigned.

Supervision Received:

Purchasing Manager

Director of Purchasing and Contract Administration

Supervision Exercised:

Warehouseman

Minimum Qualifications & Skills Required:

- Graduation from four year college or university with a degree in Business Administration or business related area and two years experience in purchasing, warehousing or related fields;
- or
- Two year degree in Business Administration or business related area and four years experience in purchasing, warehousing or related fields;
- or
- or graduation from high school or GED and six years experience in purchasing, warehousing or related fields (or an equivalent combination of training and experience.)
-
- Applicant must have a valid State of Florida Driver's License at the date of hire and maintain said license while employed in this position.

Preferred:

- Use of computer
- Professional certification preferred. Approved certifications include, but are not necessarily limited to: National Institute of Governmental Purchasing (NIGP), Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB), or National Association of Purchasing Management (NAPM) and Certified Purchasing Manager (CPM).

Physical Demands:

Must be able to lift over 45 pounds, operate a truck and forklift. Warehouse conditions; exposure to some extreme temperatures; exposure to dust and warehouse noise; safety shoes required for work. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Warehouseman

Reports to: Assistant Superintendent, Administrative Services	FLSA Status: Non-Exempt
Department: Purchasing	Prepared by: Human Resources
Date: July 10, 2014	Job Code: 11010
Position #: 62305	Range: 9

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Receives, unpacks and stores equipment, goods and supplies in proper storage areas and maintains records of inventory;
- Checks incoming materials against invoices or purchase orders in filling requisitions;
- Issues supplies on approved requisitions for a variety of purposes;
- Maintains varied stock records, such as bin and perpetual inventory cards;
- Assembles, packs and transports or arranges transporting stored goods and materials;
- Cleans warehouse area and keeps stock in order;
- Operates truck and forklift to deliver supplies and loads and unloads truck;
- Operates computer to input requisition data;
- Performs other duties as required or assigned.

Supervision Received:

Director of Purchasing and Contract Administration
Purchasing Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Two years experience in warehouse operations, including the operation of light trucks.
- Applicant must have a valid State of Florida Driver's License at the date of hire and maintain said license while employed in this position.

Preferred:

Operation of a small truck and fork lift. Computer literate.

Physical Demands:

Must be able to lift over 45 pounds, operate a truck and forklift. Warehouse conditions; exposure to some extreme temperatures; exposure to dust and warehouse noise; safety shoes required for work. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.