



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: FACILITIES OPERATIONS SPECIALIST

QUALIFICATIONS:

1. A Bachelor's Degree from an accredited college or university
OR
High school diploma and four (4) years' experience in a construction related field.

PHYSICAL REQUIREMENTS: Medium

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Possess knowledge of trades including mechanical, electrical and HVAC with an understanding of project planning.
2. Requires decisive and strong communication skills, and attention to detail.
3. Investigates and evaluates educational facilities for compliance with the Florida Inventory of School Houses (FISH) database.
4. Requires operating in both office and field settings as required.
5. Participates and maintains strict protocol for Safety & Security initiatives in all District facilities.
6. Recommends site-based software initiatives for facility management.
7. Maintains comprehensive knowledge of the documentation for all facility utilities.
8. Communicates with the Florida Department of Education Educational Planner to assure data accuracy, coding and integrity on Spot Surveys and Five-Year Surveys.
9. Interacts with various contractors on District construction sites to provide support by means of instruction, information and assistance as needed.
10. Documents equipment on blueprints, site plans and in buildings to indicate safety hazards and high voltage areas.
11. Attends project close out meetings as needed.
12. Assures data accuracy and integrity in documentation of all essential utilities in District facilities.
13. Attends meetings with contractors as assigned.
14. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 3.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Holly Buchanan

Reviewed by Dept. of Human Resources

APPROVED JUN 14 2022

Adopted by Bay District School Board