



**JANUARY 27, 2023**

**EXISTING NON-INSTRUCTIONAL VACANCIES**

**HUMAN RESOURCES**

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
 (The Nation's Largest Fully Accredited School System)  
 APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE  
 Veterans Preference Available: <https://www.browardschools.com/Page/32164>  
**Broward County Public Schools Is An Equal Opportunity/Equal Access Employer**

**DEADLINE  
 DATE\*  
 2/6/23**

**DEADLINE  
 DATE\*  
 2/6/23**

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, EEO/ADA Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

**POSITION**

**WORK LOCATION**

**QUALIFICATIONS**

**EFF. DATE \*  
 OF VACANCY    HARD COPY RESUME ONLY  
EMAILS WILL NOT BE CONSIDERED**

Facilities Serviceperson  
 (\$15.00 - \$21.49 per hour)  
 (Night Shift) (\$0.35 Shift Differential)  
 (261 Day Calendar)  
 (8 hours per day)  
 Position#: 80009363  
 Tracking#: NIS-77244  
 Location Number: 60901000

Cresthaven Elementary

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment.
- Ability to perform custodial work.
- Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor-saving devices in the schools.
- Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment.
- Ability to follow written and oral instructions in English on cleaning and equipment operation.
- Ability to work well with others.
- Computer skills as required for the position.

2/7/2023    Include tracking# with your cover letter & resume.  
 Current employees must provide personnel #.  
 Send Resume to:  
 Donald Lee  
 801 NE 25th Street  
 Pompano Beach, FL 33064

Facilities Serviceperson  
 (\$15.00 - \$21.49 per hour)  
 (Night Shift) (\$0.35 Shift Differential)  
 (261 Day Calendar)  
 (8 hours per day)  
 Position#: 80031283  
 Tracking#: NIS-77135  
 Location Number: 63481000

Tradewinds Elementary

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment.
- Ability to perform custodial work.
- Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor-saving devices in the schools.
- Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment.
- Ability to follow written and oral instructions in English on cleaning and equipment operation.
- Ability to work well with others.
- Computer skills as required for the position.

2/7/2023    Include tracking# with your cover letter & resume.  
 Current employees must provide personnel #.  
 Send Resume to:  
 Michael Breslaw  
 5400 Johnson Road  
 Coconut Creek, FL 33073

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program or receipt of Special Diploma.
- A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide.
- Bilingual skills.

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.

**NON-INSTRUCTIONAL VACANCIES (Cont.)**

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <https://www.browardschools.com/Page/32164>

<u>POSITIONS</u>	<u>WORK LOCATION</u>	<u>QUALIFICATIONS</u>	<u>EFF. DATE * OF VACANCY</u>	<u>HARD COPY RESUME ONLY EMAILS WILL NOT BE CONSIDERED</u>
Facilities Serviceperson and Grounds Maintenance (\$16.58 - \$22.75 per hour) (261 Day Calendar) (8 hours per day) Position#: 80204626 Tracking#: NIS-77249 Location Number: 60361000	Blanche Ely High	<u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u> <ul style="list-style-type: none"> <li>• Experience in custodial work and other trades such as sprinkler repair and upkeep, lawn maintenance, trimming and fertilizing.</li> <li>• Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment.</li> <li>• Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other equipment used in grounds maintenance.</li> <li>• Ability to do heavy lifting, climb ladders.</li> <li>• Ability to follow written and oral instructions in English on cleaning and equipment operation.</li> <li>• Ability to work well with others.</li> <li>• Computer skills as required for the position.</li> </ul> <u>PREFERRED QUALIFICATIONS &amp; EXPERIENCE:</u> <ul style="list-style-type: none"> <li>• Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</li> <li>• Bilingual skills.</li> </ul>	2/7/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume to: Tavures Williams 1201 NW 6th Avenue Pompano Beach, FL 33060
Food Service Attendant, Vocational/Adult Centers (\$15.00 - \$19.69 per hour) (191 Day Calendar) (7 hours per day) Position#: 80091424 Tracking#: NIS-76459 Location Number: 61291000	Mcfatter Tech College & Technical High School	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Previous food service work preferred. Three (3) state approved food service training courses: foundations, nutrition, quantity cooking and equipment preferred. Must complete at least one (1) course every two (2) years until all three (3) courses have been taken <u>SPECIAL QUALIFICATIONS:</u> Must be willing to work a split shift. Must provide own uniforms. Good general health.	2/7/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED Celeste Johnson 6500 Nova Drive Davie, FL 33317
Head Facilities Serviceperson (Elementary) (\$21.58 - \$25.53 per hour) (261 Day Calendar) (8 hours per day) Position#: 80029904 Tracking#: NIS-77243 Location Number: 60901000	Cresthaven Elementary	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Three (3) years of industrial, commercial, or educational facility experience. <u>SPECIAL QUALIFICATIONS:</u> Extensive knowledge in the proper operation of vacuums, washers, and buffing equipment; must be able to impart this knowledge to all subordinates. Must be able to schedule assignments and instruct his/her staff in the correct methods of energy conservation procedures. Considerable knowledge of the procedures and scheduling needed to provide the proper care for all types of floors and proper sanitation. Physically able to help in the cleaning which includes working from ladders. Must be able to assume responsibility and follow both written and oral instructions. <b>Must complete the Asbestos Awareness, Lock-Out/Tag-Out, Basic, Professional and Master Facilities Service job-related training programs conducted by Talent Development Department prior to applying for the position.</b> Computer skills as required for the position. Bilingual skills preferred.	2/7/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & In-Service Report with Asbestos Awareness, Basic FSP, Lock-Out Tag-Out, Master FSP, and Professional FSP certification to: Donald Lee 801 NE 25th Street Pompano Beach, FL 33064

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.

**NON-INSTRUCTIONAL VACANCIES (Cont.)**

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <https://www.browardschools.com/Page/32164>

POSITIONS

WORK LOCATION

QUALIFICATIONS

EFF. DATE \*  
OF VACANCY

HARD COPY RESUME ONLY  
EMAILS WILL NOT BE CONSIDERED

Head Facilities Serviceperson Grounds & The Quest Center  
Minor Repair (Elementary)  
(\$23.47 - \$27.52 per hour)  
(261 Day Calendar)  
(8 hours per day)  
Position#: 80119015  
Tracking#: NIS-77262  
Location Number: 61021000

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.  
EXPERIENCE: Three (3) years of industrial, commercial, or educational facility experience.  
SPECIAL QUALIFICATIONS: Extensive knowledge in the proper operation of vacuums, washers, and buffing equipment; must be able to impart this knowledge to all subordinates. Must be able to schedule assignments and instruct his/her staff in the correct methods of energy conservation procedures. Considerable knowledge of the procedure and scheduling needed to provide the proper care for all types of floors and proper sanitation, and to establish safeguards against improper uses. General knowledge of minor maintenance and repairs to buildings, equipment, and grounds. Must know preventative maintenance and what it stands for. Ability to use power and hand tools associated with the various trades. Ability to work effectively from ladders with due regard to safety for self and others. Able to assume responsibility and to accomplish most tasks with little or no guidance or supervision. Must be able to follow both written and oral instructions. **Must complete the Asbestos Awareness, Lock-Out/Tag-Out, Basic, Professional and Master Facilities Service job-related training programs conducted by Talent Development Department prior to applying for the position.** Failure to comply with this provision may result in disciplinary action up to and including demotion.

2/7/2023

Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & In-Service Report with Asbestos Awareness, Lock-Out Tag-Out, Basic FSP, Professional FSP, and Master FSP certification to:  
Michelle Laurent/ Kristin Baltzar  
6401 Charleston Street  
Hollywood, FL 33024

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.