

PLEASE POST



OCTOBER 15, 2019

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\*

10/23/19

DEADLINE

DATE\*

10/23/19

PLEASE POST

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

Food Service Attendant, Vocational/Adult Centers (\$11.57 - \$16.16 per hour) (189 Day Calendar) (7 hours per day) Position#: 80091424 Tracking#: NIS-44533 Location Number: 61291000

McFatter Technical College & Technical High School

EDUCATION: Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program EXPERIENCE: 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 SPECIAL QUALIFICATIONS: Must be willing to work a split shift. Must provide own uniforms. Good general health.

Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80109914 Tracking#: NIS-41161 Location Number: 63623000

Cypress Bay High

EDUCATION: Receipt of Special Diploma. EXPERIENCE: A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification. ADDITIONAL REQUIREMENTS: Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. EXPERIENCE: No additional experience required. ADDITIONAL REQUIREMENTS: Able 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. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.

EFF. DATE \* OF VACANCY

HARD COPY RESUME ONLY EMAILS WILL NOT BE CONSIDERED

10/24/2019

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED Jeanette L. Johnson 6500 Nova Drive Davie, FL 33317

10/24/2019 (Prev. Adv.)

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Katherine Jeffrey 18600 Vista Park Boulevard Weston, FL 33332

\*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.

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

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Veterans Preference Available: <http://www.broward.k12.fl.us/nis/employment/veterans.html>POSITIONSWORK LOCATIONQUALIFICATIONSEFF. DATE \* OF VACANCY **HARD COPY RESUME ONLY**  
**EMAILS WILL NOT BE CONSIDERED**

Facilities Serviceperson  
(\$12.91 - \$20.26 per hour)  
(Night-Shift) (\$.35 Shift Differential)  
(261 Day Calendar)  
(8 hours per day)  
Position#: 80082060  
Tracking#: NIS-43675  
Location Number: 63623000

Cypress Bay High

EDUCATION: Receipt of Special Diploma.  
EXPERIENCE: A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification.  
ADDITIONAL REQUIREMENTS: Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.  
EXPERIENCE: No additional experience required.  
ADDITIONAL REQUIREMENTS: Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.

10/24/2019  
(Prev. Adv.)  
Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Resume & HS Diploma/GED to:  
Kassandra Fried  
18600 Vista Park Boulevard  
Weston, FL 33332

Facilities Serviceperson  
(\$12.91 - \$20.26 per hour)  
(Night-Shift) (\$.35 Shift Differential)  
(261 Day Calendar)  
(8 hours per day)  
Position#: 80200205  
Tracking#: NIS-44346  
Location Number: 63471000

Indian Ridge Middle

EDUCATION: Receipt of Special Diploma.  
EXPERIENCE: A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification.  
ADDITIONAL REQUIREMENTS: Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.  
EXPERIENCE: No additional experience required.  
ADDITIONAL REQUIREMENTS: Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.

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Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Resume & HS Diploma/GED to:  
Ian Murray  
1355 Nob Hill Road  
Davie, FL 33324

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<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 (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80028523 Tracking#: NIS-44779 Location Number: 60471000	Olsen Middle	<p><u>EDUCATION:</u> Receipt of Special Diploma. <u>EXPERIENCE:</u> A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification. <u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.</p> <p style="text-align: center;">OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No additional experience required. <u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.</p>	10/24/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Valerie Harris 330 SE 11th Terrace Dania, FL 33004
Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80210940 Tracking#: NIS-37847 Location Number: 61451000	Plantation High	<p><u>EDUCATION:</u> Receipt of Special Diploma. <u>EXPERIENCE:</u> A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification. <u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.</p> <p style="text-align: center;">OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No additional experience required. <u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.</p>	10/24/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Parinaz Bristol 6901 NW 16th Street Plantation, FL 33313

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Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80135206 Tracking#: NIS-44652 Location Number: 61451000	Plantation High	<p><u>EDUCATION:</u> Receipt of Special Diploma.</p> <p><u>EXPERIENCE:</u> A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification.</p> <p><u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.</p> <p style="text-align: center;">OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>EXPERIENCE:</u> No additional experience required.</p> <p><u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.</p>	10/24/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Parinaz Bristol 6901 NW 16th Street Plantation, FL 33313
Facilities Serviceperson (\$12.91 - \$20.26 per hour) (261 Day Calendar) (8 hours per day) Position#: 80009023 Tracking#: NIS-42459 Location Number: 62351000	South Plantation High	<p><u>EDUCATION:</u> Receipt of Special Diploma.</p> <p><u>EXPERIENCE:</u> A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification.</p> <p><u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.</p> <p style="text-align: center;">OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>EXPERIENCE:</u> No additional experience required.</p> <p><u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.</p>	10/24/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Christine Henschel 1300 Paladin Way Plantation, FL 33317

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Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80200730 Tracking#: NIS-44570 Location Number: 62351000	South Plantation High	<u>EDUCATION:</u> Receipt of Special Diploma. <u>EXPERIENCE:</u> A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification. <u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.	10/24/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Christine Henschel 1300 Paladin Way Plantation, FL 33317
		OR		
		<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No additional experience required. <u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.		
Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80121369 Tracking#: NIS-44762 Location Number: 62751000	Taravella, J.P. High	<u>EDUCATION:</u> Receipt of Special Diploma. <u>EXPERIENCE:</u> A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification. <u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.	10/24/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Marietta DeArmas 10600 Riverside Drive Coral Springs, FL 33071
		OR		
		<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No additional experience required. <u>ADDITIONAL REQUIREMENTS:</u> Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.		

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Facilities Serviceperson (Part-Time)  
(\$12.91 - \$20.26 per hour)  
(Night-Shift) (\$.35 Shift Differential)  
(261 Day Calendar)  
(20 hours per week)  
Position#: 80212856  
Tracking#: NIS-44784  
Location Number: 61191000

North Fork Elementary

EDUCATION: Receipt of Special Diploma.  
EXPERIENCE: A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification.  
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EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.  
EXPERIENCE: No additional experience required.  
ADDITIONAL REQUIREMENTS: Able 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. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.

Lock and Hardware Mechanic -  
Journeyman  
(\$26.81 - \$32.50 per hour)  
(261 Day Calendar)  
(8 hours per day)  
Position#: 80020465  
Tracking#: NIS-44097  
Location Number: 69604000

Physical Plant Operations -  
District Maintenance

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.  
EXPERIENCE: Six (6) years of current experience in lock and window hardware.  
SPECIAL QUALIFICATIONS: Must have considerable knowledge of all types of locks and locking devices. Must be able to open locked devices and effect repairs to locking systems. Possess a thorough knowledge of schematic and technical publications and be able to set in accordance with manufacturers' instructions. Must be able to work alone, but possess the ability to impart knowledge to other mechanics or helpers. Must be able to repair all types of window hardware, and on occasion fabricate nonexistent parts. Must be able to follow oral and written instructions. Able to work well with others. Must provide own hand tools. Must have ability to assume responsibility and effect repairs/complete tasks without assistance. Willing to answer emergency calls at all hours, including off hours. Must have a valid Florida driver's license. This position will include pre-employment drug and alcohol testing. Bilingual skills preferred. Computer skills as required for the position.

10/24/2019  
(Prev. Adv.)

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Resume & HS Diploma/GED to:  
Lavina Robinson  
101 NW 15th Avenue  
Fort Lauderdale, FL 33311

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send resume & HS Diploma/GED and Florida  
driver's license to:  
Eloy Quesada  
3810 NW 10th Avenue  
Oakland Park, FL 33309

**\*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.