

PLEASE POST



JANUARY 27, 2020

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*

2/4/20

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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

Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80094023 Tracking#: NIS-46794 Location Number: 63531000

Fox Trail 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. 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.

EFF. DATE * HARD COPY RESUME ONLY

OF VACANCY EMAILS WILL NOT BE CONSIDERED

2/5/2020 (Prev. Adv.) Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Lynn Burgess 1250 Nob Hill Road Davie, FL 33324

*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.

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NON-INSTRUCTIONAL VACANCIES (Cont.)

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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#: 80211227 Tracking#: NIS-47875 Location Number: 69518000	Old Dillard Museum	<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.	2/5/2020	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Tauri Eligon 1009 NW 4 Avenue Fort Lauderdale, FL 33311
		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#: 80021333 Tracking#: NIS-44749 Location Number: 61621000	Village Elementary	<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.	2/5/2020 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Wanda Haynes 2100 NW 70th Avenue Sunrise, FL 33313
		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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NON-INSTRUCTIONAL VACANCIES (Cont.)

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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#: 80209636 Tracking#: NIS-44238 Location Number: 62831000	Western 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.	2/5/2020 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Jimmy Arrojo 1200 SW 136th Avenue Davie, FL 33325
		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.		
Assistant Head Facilities Serviceperson (Elementary, Middle School/Exceptional Child Center) (\$19.13 - \$23.69 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80128152 Tracking#: NIS-47891 Location Number: 60391000	Deerfield Park 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>ADDITIONAL REQUIREMENTS:</u> Must have the ability to follow standard custodial practices. Must be able to act as Head Custodian in his/her absence. Must have the ability to plan and direct the work of others and prepare work programs and schedules. Considerable knowledge of all cleaning materials, preparation, and proper use of all cleaning equipment. Must understand and practice energy conservation. Must physically be able to climb and work from ladders. Must be able to assume responsibility and follow both written and oral instructions. Must be able to climb and work in above ground situations. Must be physically able to operate heavy duty floor scrubbing and rug shampooing equipment. 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. Computer skills as required for the position. Bilingual skills preferred.	2/5/2020	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, Master FSP, and Professional FSP certification to: Jocelyn M. Reid 650 SW 3rd Avenue Deerfield Beach, FL 33441
Head Facilities Serviceperson (High School/Vocational Center) (\$23.29 - \$27.32 per hour) (261 Day Calendar) (8 hours per day) Position#: 80021354 Tracking#: NIS-47923 Location Number: 60171000	South Broward High	<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 chemical 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. 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. Computer skills as required for the position. Bilingual skills preferred.	2/24/2020	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & In-Service Report for Professional and Master certification to: Patricia Brown 1901 N Federal Highway Hollywood, FL 33020

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<p>Console Viewer, Security, Fire and Electrical (\$22.19 - \$27.06 per hour) (261 Day Calendar) (8 hours per day) Position#: 80027044 Tracking#: NIS-47059 Location Number: 69719000</p>	<p>Enterprise Risk & Emergency Preparedness</p>	<p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> One (1) year of general office experience required <u>Special Requirements:</u> Composure to respond to alarms without panic or hesitation. Self discipline to maintain constant awareness and alertness during periods of quiet inactivity. Willingness to work irregular shifts. Knowledge of computers helpful. <u>ADDITIONAL PREFERENCES:</u> Experience with Microsoft Word, Excel, OneNote and Teams applications; Avigilon video management systems.</p>	<p>2/5/2020</p>	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Michael Dorman 7720 West Oakland Park Boulevard Sunrise, FL 33351</p>
<p>Console Viewer, Security, Fire and Electrical (\$22.19 - \$27.06 per hour) (261 Day Calendar) (8 hours per day) Position#: 80026707 Tracking#: NIS-46239 Location Number: 69532000</p>	<p>Enterprise Risk & Emergency Preparedness</p>	<p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> One (1) year of general office experience required <u>Special Requirements:</u> Composure to respond to alarms without panic or hesitation. Self discipline to maintain constant awareness and alertness during periods of quiet inactivity. Willingness to work irregular shifts. Knowledge of computers helpful. <u>ADDITIONAL PREFERENCES:</u> Experience with Microsoft Word, Excel, OneNote and Teams applications; Avigilon video management systems.</p>	<p>2/5/2020</p>	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Michael Dorman 7720 West Oakland Park Boulevard Sunrise, FL 33351</p>
<p>Temporary Campus Monitor (\$13.12 per hour) (5 hours per day) Position#: 80208928 Tracking#: NIS-47859 Location Number: 63642000</p>	<p>Gator Run Elementary</p>	<p><u>EDUCATION:</u> An earned high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. <u>EXPERIENCE:</u> A minimum of four (4) years, within the last eight (8) years, of successful work experience. Must be, at least, twenty-one years of age. Effective verbal and written communication skills, including the ability to accurately communicate facts and write reports, and communicate in an emergency as required for the position. <u>PREFERRED QUALIFICATIONS:</u> Computer skills as required for the position. Prior experience working with students or adolescents. Prior experience in law enforcement, security, or military experience. Bilingual skills. <u>NOTE:</u> Coverage for Before and After School Child Care program.</p>	<p>2/5/2020</p>	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Keith Peters 1101 Arvida Parkway Weston, FL 33326</p>

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