

PLEASE POST



JULY 5, 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\*

7/16/19

DEADLINE

DATE\*

7/16/19

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.

<u>POSITION</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>
Bus Operator (\$15.10 - \$25.68) (192 Day Calendar) (7 hours per day) Position#: 80186279 Tracking#: NIS-39331 Location Number: 61051000	Sheridan Technical College	<u>EDUCATION:</u> Must possess basic comprehension and fluency in English. Standard high school diploma or satisfactory completion of an approved General Equivalency Diploma (GED) Testing Program preferred. <u>EXPERIENCE:</u> Five (5) years of licensed successful driving experience. <u>Requirements:</u> •Valid Florida Drivers License •At least five (5) years licensed driving experience •Must pass a five (5) year driver's license review determined from a Transcript of Driver Record from the Department of Highway Safety •Must pass pre-employment physical, drug screening, and security background check VISIT <a href="http://WWW.BROWARD.K12.FL.US/NIS/EMPLOYMENTOPP.ASP">WWW.BROWARD.K12.FL.US/NIS/EMPLOYMENTOPP.ASP</a> TO REVIEW APPLICATION PROCESS UNDER "BUS OPERATOR" SECTION. <u>Note:</u> Candidate must pass training course prior to being hired into permanent Bus Operator position. Paid training provided.	7/17/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & proper Florida CDL with endorsements compatible with the assigned duties of The School Board of Broward County, Florida to: Thomas Moncilovich 5400 W Sheridan Street Hollywood, FL 33021
Temporary Clerical Worker (\$12.71 per hour) Position#: 80064864 Tracking#: NIS-40212 Location Number: 61051000	Sheridan Technical College	<u>EDUCATION:</u> Standard high school diploma, Special High School Diploma, or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No previous work experience required. <u>SPECIAL QUALIFICATIONS:</u> Computer skills as required for the positions. Bilingual skills preferred.	7/17/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Thomas Moncilovich 5400 W Sheridan Street Hollywood, FL 33021

**\*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.)

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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#: 80157981 Tracking#: NIS-40287 Location Number: 61791000	Apollo Middle	<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.	7/17/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Shawn Aycock 6800 Arthur Street Hollywood, FL 33024
		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#: 80080912 Tracking#: NIS-40319 Location Number: 61071000	Dandy, William Middle	<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.	7/17/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Felice Winston 2400 NW 26th Street 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.		

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

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POSITIONS

WORK LOCATION

QUALIFICATIONS

EFF. 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#: 80082381  
Tracking#: NIS-40346  
Location Number: 64772000

Millennium 6-12 Collegiate  
Academy

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.

7/17/2019

Include tracking# with your cover letter/resume.  
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Send Resume & HS Diploma/GED to:  
Francine Baugh  
5803 NW 94th Avenue  
Tamarac, FL 33321

Facilities Serviceperson  
(\$12.91 - \$20.26 per hour)  
(Night-Shift) (\$.35 Shift Differential)  
(261 Day Calendar)  
(8 hours per day)  
Position#: 80091250  
Tracking#: NIS-37846  
Location Number: 60171000

South Broward 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.

7/17/2019

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Resume & HS Diploma/GED to:  
Patricia A. Brown  
1901 N Federal Highway  
Hollywood, FL 33020

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Automotive and Truck Mechanic (Journeyman) (\$29.31 - \$33.88 per hour) (261 Day Calendar) (8 hours per day) Position#: 80024159 Tracking#: NIS-40024 Location Number: 69722811	Vehicle Maintenance - Truck Shop	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing. <u>EXPERIENCE:</u> A minimum of two (2) years, within the last five (5) years, of journeyman-level mechanical experience in the repair and maintenance of motor vehicles in the areas of automotive, bus, truck, or heavy equipment.  OR Successful course completion in vehicle maintenance and repair from an accredited school. <u>ADDITIONAL REQUIREMENTS:</u> Ability to operate electronic and mechanical equipment for detection and repair diagnosis of deadlined equipment. Thorough knowledge of the proper repair of automatic and standard transmission, motors, brakes, and wiring systems. Considerable knowledge in the proper tune-up of engines and elimination of troubles in the cooling systems and power train. Must be able to assume responsibility and follow both written and oral instructions. Able to work well with others. Must provide own hand tools of the trade. Must have a valid Florida Driver's License with acceptable driving record. This position will include pre-employment drug and alcohol testing. Computer skills as required for the position. <u>PREFERRED QUALIFICATIONS &amp; EXPERIENCE:</u> - A minimum of five (5) years of journeyman-level mechanical experience in the repair and maintenance of motor vehicles in the areas of automotive, truck, or heavy equipment. - Valid Florida Commercial Driver's License (CDL) Class A with Passenger endorsement. - Bilingual skills.	7/17/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send resume & HS Diploma/GED and valid Florida driver's license to: Thomas Fitzpatrick 3831 NW 10th Avenue Oakland Park, FL 33309
Paint and Body Serviceperson (\$20.00 - \$25.18 per hour) (261 Day Calendar) (8 hours per day) Position#: 80002698 Tracking#: NIS-37732 Location Number: 69722807	Vehicle Maintenance - Paint & Body Shop	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Two (2) years of professionally paid experience in the preparation of automobile and truck bodies for repair and painting.  OR Certification of formal vocational instruction in auto body repair and painting. <u>SPECIAL REQUIREMENTS:</u> Must possess the physical ability to apply constant pressure during sanding operations and to be able to work while standing on a scaffold. Must have a valid Class B Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. This position will include pre-employment drug and alcohol testing. Bilingual skills preferred. Computer skills as required for the position.	7/17/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & proper (Class B) Florida CDL with endorsements compatible with the assigned duties of The School Board of Broward County, Florida to: Patricia Ann Snell 3831 NW 10th Avenue Oakland Park, FL 33309

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