



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8548  
Pay Grade: E04

FLSA: Exempt  
PTS

<b>FACILITIES SCHEDULER</b>
<b>REPORTS TO:</b> Director, Facilities Design and Construction
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Business Administration, Architecture, Engineering, Building/Construction Management, or a related field. A year of related experience may be substituted for each year of the educational requirement. Experience to include general building design, remodeling, scheduling and maintenance work, preferably in a public school system.  Must hold a current Florida Driver's License or Florida Commercial Driver's License. Certification and training in State Requirements for Educational Facilities (SREF) as required in Florida Educational Facilities FS1013.01 – 1013.82 (2013). Demonstrated computer experience with proficiency in MS-Word and Excel, and web applications.
<b>MAJOR FUNCTION</b>
Responsible for scheduling work to be performed by all work centers and keeps management informed on developments which may require schedule review and revision. Work is performed independently and under general direction.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Reviews job orders and accompanying plans; schedules a beginning and completion date for each job.</li><li>• Maintains master schedule to show current status of work for budgeted, unbudgeted, and related projects.</li><li>• Review of periodic reports on project progress and manpower; and review of the master schedule.</li><li>• Reviews status reports.</li><li>• Meets with staff on a routine basis and conducts scheduled meetings to determine available manpower for following week's schedule and to get progress reports on jobs.</li><li>• Prepares trial schedules on manpower availability and review with staff.</li><li>• Investigates unusual schedule deviations, trends, or variations in manpower and material expediting; informs staff of need to reschedule or take corrective action.</li><li>• Assists on staff studies relating to methods and procedures for work scheduling and material procurement.</li><li>• Performs other related duties as assigned.</li></ul>

**FACILITIES SCHEDULER**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 10/10/16 CH; BOARD APPROVED: 10/25/16; REVISED TITLE, RT, MQ, ER 12/20/23 PT; BOARD APPROVED: 02/27/24

## FACILITIES SCHEDULER

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Facilities Scheduler – PTS