

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6805  
Pay Grade: D12

FLSA: Non-Exempt

**MAINTENANCE SHOP PLANNER**

**MAJOR FUNCTION:**

Performs skilled technical work in the preparation and coordination of maintenance tasks including minor projects. Incumbent provides support to a variety of work centers throughout the Maintenance Department. Coordinates material deliveries, manpower, and for assigned tasks. Work requires exercising sound, professional and independent judgment within the scope of assigned duties. Assignments are performed under the general direction of an immediate supervisor.

**DUTIES AND RESPONSIBILITIES:**

- Determines scope of work and trade procedures for all assigned task
- Prioritizes workload and procedures within assigned task including contract services for budget submissions
- Researches methods, products, materials, equipment and develops specifications for procurement
- Direct purchases materials at the option of management
- Evaluates performance of materials and equipment
- Reviews and evaluates contractor proposals and detailed invoices to include labor, material and equipment
- Processes material requisitions, purchase orders and payment requests
- Interacts and communicates with district personnel and contract services to accomplish assigned tasks
- Ensures work is performed per specifications and evaluates contractor and vendor performance
- Generates various reports required by management
- Participates in review of educational specifications and plan reviews
- Initiates, reviews and participates in prioritizing project documentation data
- Maintains work folder for all assignments and records information regarding progression of work in computer systems
- Participates in employment interviews
- Performs related work as required

**MINIMUM QUALIFICATIONS:**

Graduation from a standard high school, vocational school, or possession of GED, plus four (4) years experience as a journeyman in a skilled trade, including progressively responsible trade planning work performing most of the above "Duties and Responsibilities;" or an equivalent combination of education, training and experience. May require appropriate certification or licensure as required. Possession of a valid state of Florida Class "E" non-commercial driver's license.

ISSUED: 1/80 SSN; REVISED: 7/86 MW; BOARD APPROVED: 8/27/86; REVISED WC: 8/04; REVISED: MF, D&R, MQs and WC 10/09 RAS; BOARD APPROVED: 11/10/09

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.

**Maintenance Shop Planner**

| <b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>   | Seldom<br>Or<br>Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| Lift objects weighing up to 20 pounds   |                       |         | X      |       |        |
| Lift objects weighing 21 to 50 pounds   |                       | X       |        |       |        |
| Lift objects weighing 51 to 100 pounds  | X                     |         |        |       |        |
| Lift objects weighing more than 100 pounds  | X                     |         |        |       |        |
| Carry objects weighing up to 20 pounds  |                       |         | X      |       |        |
| Carry objects weighing 21 to 50 pounds  |                       | X       |        |       |        |
| Carry objects weighing 51 to 100 pounds   | X                     |         |        |       |        |
| Carry objects weighing more than 100 pounds   | X                     |         |        |       |        |
| Standing up to one hour at a time   |                       |         |        | X     |        |
| Standing up to two hours at a time  |                       |         |        | X     |        |
| Standing for more than two hours at a time  |                       |         |        | X     |        |
| Stooping and bending  |                       |         |        | X     |        |
| Ability to reach and grasp objects  |                       |         |        |       | X      |
| Manual dexterity or fine motor skills   |                       |         |        |       | X      |
| Color vision, the ability to identify and distinguish colors  |                       |         |        |       | X      |
| Ability to communicate orally   |                       |         |        |       | X      |
| Ability to hear   |                       |         |        |       | X      |
| Pushing or pulling carts or other such objects  | X                     |         |        |       |        |
| Proofreading and checking documents for accuracy  |                       |         |        |       | X      |
| Using a keyboard to enter and transform words or data   |                       |         |        |       | X      |
| Using a video display terminal  |                       |         |        |       | X      |
| Working in a normal office environment with few physical discomforts  |                       |         |        | X     |        |
| Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions              |                       |         | X      |       |        |
| Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions                     |                       | X       |        |       |        |
| Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls |                       | X       |        |       |        |
| Operating automobile, vehicle, or van   |                       |         |        | X     |        |
| Other physical, mental or visual ability required by the job  | X                     |         |        |       |        |