

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7065  
Pay Grade: D13

FLSA: Non-Exempt

**PRODUCTION CONTROLLER**

**MAJOR FUNCTION:**

Performs semi-skilled technical and clerical duties screening service requests electronically for maintenance and repairs. Incumbent classifies, assigns, and tracks requests from assignment to completion in order to provide programming data and customer information. Work is performed under general direction and reviewed through conferences and results obtained.

**DUTIES AND RESPONSIBILITIES:**

- Receives prepared work order requests electronically, classifies and reviews for procedural compliance.
- Communicates with schools/facilities to assure work requests are in order and contain proper coding.
- Selects the relevant trade and assists in job assignments.
- Assigns employees to emergency work by radio; notifies supervision of work performed by emergency call-back personnel.
- Prepares control reports by computer for use in evaluating work performance against standards.
- Assembles and verifies statistical data and prepares concise reports.
- Oversees customer service center procedures and dispatchers, prioritizes work and carries out oral and written instructions.
- Maintains daily personal contact with customers, supervisors and administrative personnel.
- Applies knowledge of maintenance skilled trades, methods, and practices of Federal Communication Commission regulations and operation of equipment.
- Meets emergency situations in a calm and intelligent manner.
- Assumes responsibility in absence of Production Control Supervisor to provide continuous customer service.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED and two (2) years experience at journeyman level in a designated skilled trade.

ISSUED: 10/79 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; D&R, WC REVISED 4/03 AK.

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.

**PRODUCTION CONTROLLER**

<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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Production Controller NR