

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE

(Facilities Operation Manager. Grant position)

DEPARTMENT

Office of the School Inspector

Bargaining Unit Classification: Non-union Follows WMAA (Managers)

REPORTS TO:

Superintendent of Schools or his/her designee

FLSA DESIGNATION

Exempt

Salary: \$ 95,000 to \$140,000*

(Negotiable based on level of experience)

* *Continued employment is contingent upon grant funding*

PART I - SUMMARY OF CLASSIFICATION

This class is accountable for the overall assistance of operations and maintenance of all school facilities in the Waterbury Public Schools, including but not limited to assisting in the development and implementation of long range facility plans and capital project planning aligned to ESSR and ARP ESSER Building Safe and Healthy Schools. The Facilities Operation Manager creates and monitors the development and implementation of yearly operating budgets and provides input on capital project budgets to the City. This class is also accountable for independently conducting plan reviews and inspections of facilities for compliance with construction, fire safety and other applicable codes and regulations.

Guidelines for Class Use: The employee in this class works closely with the School Inspector under the guidance of Chief Operating Officer to direct and exercise judgment over all subordinate employees in the maintenance and repair of school buildings, grounds, and related capital assets in use.

PART II - QUALIFICATIONS**A. EDUCATION AND EXPERIENCE**

1. Eight (5) years of school building/facilities construction management experience.
2. Bachelor's degree from a recognized college or university in architecture, civil or structural engineering, business administration, property/construction management or related field. Or Technical School training in an Engineering and/or Building Science discipline.
3. Two (2) years of the General Experience must have been in the supervision of custodial and maintenance services and building operations.

Substitution Allowed:

1. Technical School training and certification in commercial or industrial fields (i.e. HVAC) may be substituted for a bachelor's degree as described and stated above.

B. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

1. Incumbents in this class are required to possess and maintain a current Motor Vehicle Class D Operator's License and have a good driving record.
2. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications and keep them current and viable throughout their employment in this class
3. Must provide one's own transportation in accordance with City's personal vehicle use policy and for which travel reimbursement is provided.
4. Must obtain Asbestos Supervisor's Certificate within six (6) months from the date of hire.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of laws, ordinances and codes pertaining to school facility operations, building construction, energy conservation measures, and Green Cleaning Program.
- Comprehensive knowledge of the operation and maintenance of mechanical, building energy management and structural systems in schools;

- Knowledge of and ability to design and administer capital projects with multiple funding sources, including development of specifications, and procurement of contractual services;
- Knowledge of general maintenance methods, operating requirements and safety precautions related to facilities management.
- Knowledge of basic principles of construction, school plant maintenance, and custodial operations.
- Knowledge of computer based maintainable asset and work order management systems.
- Knowledge of HVAC and controls, troubleshooting requirements and associated lifecycle analysis and planning.
- Knowledge of Building Management System and maintenance.
- Knowledge of OSHA and other environmental regulations.
- Interpersonal, Oral, and written communication. Skills.
- Ability to analyze, organize and lead a diverse facilities workforce.
- Ability to manage budget and personnel.
- Ability to implement policies and procedures.
- Ability to communicate effectively with a variety of audiences;
- Ability to inspect buildings and interpret codes, rules and guidelines pertaining to Facilities Operations.
- Ability to read blueprints and schematic drawings.
- Ability to utilize computer software.
- Ability to work with individuals from diverse backgrounds.

PART III - DUTIES & RESPONSIBILITIES (The following identifies the primary and essential functions of the position and is not intended to be an exhaustive list of all duties and responsibilities)

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| <ul style="list-style-type: none"> ● Writes and contributes to technical RFPs/ contracts, engineering specifications and creates bid-ready Conceptual Design documents. ● Performs bid leveling, conducting bidder interviews, and provides input based on contractor selection ● Assists and consults with facility administrators regarding building, fire and health safety code requirements and corrective measures. ● Assists in the creation of a staff development plan that includes ongoing training and employee recognition; ● Assists in the creation and execution of a long range facility plans and capital projects with central office administrators, building principals, BOE Projects Manager, architects, engineers, consultants and City and State officials. ● Assists in maintaining records to support departmental activities and prepares projections and reports on regular operations. ● Assists in outlining improvements in operational procedures and standards to maximize resources; ● Assists in overseeing the activities of custodial, maintenance and outsourced services to maintain and improve conditions in all schools. ● Oversees the administration of all functions related to building operations and facilities planning; ● Assists in performing monthly on-site inspection surveys of BOE facilities and provides detailed weekly inspection reports on findings, including | <p>deficiencies requiring work/task orders for corrective maintenance and planning for capital replacements;</p> <ul style="list-style-type: none"> ● Assists in the management of proper care and maintenance of all district facilities and enforces health and safety requirements and regulations and manages department equipment and vehicles. ● Scheduling the work of various trades workers such as HVAC (heating ventilation and air conditioning) laborers, maintainers, carpenters, electricians, plumbers, masons, landscape and painters. This duties is performed daily. ● Assist with after hours and weekend in emergency calls involving facility needs. This duty is performed irregularly. Coordinates snow removal operations for school buildings. ● Assists in preparing and presenting documentation for conferences, meetings and hearings. ● Assists in the recommendation of changes in the organization, processes and procedures to improve operations, enhance services in schools and ensure that school safety programs are monitored. ● Assists in providing detailed budget recommendations to address ongoing operational and preventive maintenance needs for schools. ● Recommends and implements energy conservation measures. ● May assist in representing the school district at |
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various meetings, conferences and events at the discretion of the School Inspector.

- Assists in responding to complaints regarding physical plant or fire safety; investigates causes of fires.
- Assists in reviewing facility related plans and specifications; may conduct site inspection and feasibility studies for location, renovation or conversion of facilities;
- Assists in the supervision and coordination of all capital improvement projects in District facilities and coordinates implementation with BOE Projects Manager, School Inspector and

Central office administrators and building principals.

- Tests and documents results of required emergency systems.
- May conduct in-service training of department staff and other state agencies as required.
- May participate in disaster preparedness program, serving as a member of division response team.
- Provide managerial support and coverage to the staff and department in the absence of School Inspector.
- Performs other related duties as required.

PART IV- POSITION SUPERVISE

Oversees and assist in the supervision of all staff as directed by the School Inspector or his designee.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination is required. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and risk of injury from equipment. The City may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles. Incumbents in this class may be exposed to some risk of injury or physical harm from exposure to building construction sites, fire scene or structural failure environments, and a moderate degree of discomfort from exposure to year-round weather conditions.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift	CONSTANTLY (C) 67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision		X		
Sitting			X		Driving			X	
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)				
Pushing		X			Light Work (-20 lbs.)			X	
Pulling		X			Medium Work (20-50 lbs.)			X	
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)		X		
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness		X		
Handling		X			Humidity		X		
Grasping		X			Extreme Noise or Vibration			X	
Twisting		X			Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area		X		
Visual Acuity/Near			X		Mechanical Hazards.			X	

Visual Acuity/Far			X		Physical danger or abuse		X		
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The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: 03/23/2022

DRAFT

City of Waterbury & Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE

Data Analyst
(Non-Competitive, Unclassified)

REPORTS TO:

Supervisor of Research, Development and Student Testing

DEPARTMENT

Academic Department

FLSA DESIGNATION

Exempt

Salary: \$60,000-80,000

Bargaining Unit Classification: Non-Union (follows WMMA)

PART I - SUMMARY OF CLASSIFICATION

Under the direction of the Supervisor of Research, Development, and Student Testing, this class is accountable for performing routine data extraction, data matching, and fulfillment of reports for grants, board of education, and various departments. (Example reporting data: FAFSA, Alliance grant, Perkins grant, Commissioner's Network, Cognos data warehouse, Accountability (School Performance Index [SPI], Growth, Chronic Absenteeism), Test Information Distribution Engine [TIDE] users.)

PART II - MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

A. REQUIRED EDUCATION AND EXPERIENCE:

1. Possession of a Bachelor's Degree; Master's Degree preferred (statistics coursework preferred)
2. Prior experience in working with databases/large data files.
3. Demonstrated use of student information system(s) (ex: PowerSchool)
4. Demonstrated use of statistical software (ex:SPSS)
5. Program evaluation experience preferred

B. CREDENTIALS:

1. Microsoft Office and Google for Education Proficiency preferred.

C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

1. Incumbents may be required to travel in the course of their daily work.
2. Incumbents in this class may be required to possess and retain a current Motor Vehicle Class D Operator License.

D. CONTINUING EDUCATION REQUIREMENTS:

E. KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in data management
- Strong interpersonal, oral, and written communication skills;
- Advanced MS Office computer skills - Word, Excel (to include advanced formulae, pivot tables, macros), Access, Publisher, PowerPoint, and Outlook.

- Ability to extract data from student information system (ex: PowerSchool) and merge it with other data files
- Strong numeracy, analytical and organizational skills, with high attention to detail.
- Ability to use statistical software to write programming, create tables and graphs, and perform statistical testing (ex: SPSS)
- Ability to communicate clearly and effectively by telephone, in person, and in writing.
- Ability to plan and prioritize workload so as to meet tight deadlines.
- High attention to detail and willingness to follow issues through to resolution.
- Ability to manage large, complex pieces of work with multiple stakeholders and to produce key deliverables on time.
- Ability to follow oral and written instructions;
- Ability to perform basic clerical tasks;
- Ability to work with individuals from diverse backgrounds.

PART III - POSITION SUPERVISES:

Not applicable

PART IV - ESSENTIAL FUNCTIONS

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

- Serve as a resource for assessment information to staff, schools, and the community.
- Create the assessment calendar for the district.
- Run reports using statistical software.
- Have the organizational skills to coordinate activities for the state assessment testing; know proper testing protocols and procedures.
- Maintain database files and retrieve data to prepare reports.
- Demonstrate the ability to link current and prior test score data to create charts and graphs required to complete district reports as needed.
- Coordinate, order, prepare, and distribute state and local assessments to schools and return required state testing materials; distribute test results to sites with directions for notification of parents/guardians; maintain records of test results for the entire district.
- Complete and enter requisitions for the research and assessment supervisor
- Assist in the development of training workshops and related materials for the administration of state assessments for elementary, middle, and high schools.
- Work with vendors as necessary to complete department orders.
- Assist schools and central office in data analysis.
- Use current applied statistical methods and techniques to evaluate student achievement patterns, program effectiveness, and instructional strategies.
- Assist the Supervisor of Research, Development, and Student Testing on a continuing basis in the development of school-level assessments and surveys.
- Perform such other tasks and assume such other responsibilities as may be assigned by the Supervisor of Research, Development, and Student Testing.
- Display ethical and professional behavior in working with students, parents, school personnel and outside agencies associated with the district.
- Serve as a role model for students and staff in demonstrating a positive attitude, appropriate attire and grooming, and an effective work ethic.
- Participate in appropriate in-service and workshop programs and attend any required meetings.

- Protect the confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
- Adhere to federal statutes and regulations, Connecticut school law, State Board of Education rules and regulations, and Waterbury Public Schools Board of Education policies and procedures.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.
- this analyst analyzes honors, AP, college and career, technical, college attendees, etc. across the district and in collaboration with partners (post-secondary institutions, programs, etc.
- Performs related duties as required.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
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Physical Demands					Depth Perception		X						
Standing		X			Color Distinction		X						
Walking		X			Peripheral Vision		X						
Sitting			X		Driving		X						
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions								
Kneeling		X			Cold (50 degrees F or less)	X							
Crouching		X			Heat (90 degrees F or more)	X							
Crawling	X				Temperature Changes		X						
Reaching		X			Wetness	X							
Handling		X			Humidity	X							
Grasping		X			Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids	X							
Repetitive Motion			X		Exposure to dampness	X							
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X							
Visual Acuity/Near			X		Mechanical Hazards	X							
Visual Acuity/Far			X		Physical danger or abuse	X							

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Prepared on: 3/29/22