

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7352
Pay Grade: C02

FLSA: Exempt

SUPERVISOR, PRODUCTION CONTROL

MAJOR FUNCTION:

Supervises, coordinates and directs activities related to repairs, maintenance, and warranty of Original Equipment Manufacturer (OEM) Heating Air Conditioning & Ventilation (HVAC) equipment.

DUTIES AND RESPONSIBILITIES:

- Liaison between Maintenance Department Staff, Regional Offices and all Facility Staff
- Maintains contact with customers, foremen, managers and supervisors within the district regarding OEM HVAC equipment repairs and maintenance
- Assists in the development of budgets
- Contacts responsible parties and authorizes warranty repairs
- Assists in the development of specifications for annual contracts
- Oversees equipment identification for data entry including equipment history and warranty information
- Oversees and administers annual contract preventive maintenance programs for OEM HVAC equipment repairs and maintenance
- Contracts routine, minor and major emergency repairs with OEM
- Oversees operation of the Document Center
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from standard high school plus two (2) years college level courses in industrial administration, production/quality control or related fields, plus three (3) to five (5) years progressive experience in production control or the equivalent combination of education, training, and experience. Possession of a valid State of Florida Class E non-commercial driver's license.

ISSUED: 1/86 REW; BOARD APPROVED: 1/29/86; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED (MF and D&R): 12/04/02 PBL; REVISED MF, D&R: 9/07 AK.

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

SUPERVISOR, PRODUCTION CONTROL

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				

Supervisor, Production Control - PTS