

**Leon County Public Schools
Classification Specification**

Salary Grade 30

Summary Information:

Classification Title: Energy Field Technician

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

386	Energy Conservation	Develop and administer energy conservation programs.
381	Facilities Design	Design new facilities and renovations. Work with architects and users on design issues.
389	Facilities Project Control	Oversee administrative details, such as contractor billings, building project budgets, construction contracts, etc.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
383	Facilities Scheduling	Schedule facilities for course and events.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: A.A. Degree with three years related experience; or
Vocational training (720 hours) with four years related experience; or
High School diploma or equivalent with five years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003

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Skill Identification (cont.)

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> Developing Multi-year Strategic and/or Operational Plans Developing Annual Budgets Policy Development Controlling Expenses Coordinating Resources Interpersonal (working with groups) Negotiating and/or persuading others to take action Promoting safety Decision Making Delegation Individual/ group leadership Knowledge of business/organizational systems Supervising, coaching and developing employees 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>

Office Skills	Important	Not Important
<ul style="list-style-type: none"> Checking grammar/punctuation Filing Perceiving detail in checking information/forms Reading comprehension (high school level) Operating word processing software Operating a computer terminal for data entry Operating automated spreadsheet software Scheduling appointments and/or travel Taking and distributing messages Taking dictation and meeting minutes General mathematical - adding, subtracting, multiplying, etc. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>X</p> <p>X</p> <p></p>

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Skill Identification (cont.)

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> Accounting - high school level Accounting/finance - college level Advanced math - algebra, statistics, geometry Architecture Computer operations Computer programming Contract interpretation Craft skills (electrical, etc.) Drawing-figures/drafting Engineering - civil Engineering - electrical Engineering - environmental Engineering - mechanical Graphic arts Landscaping 		<p>X</p> <p>X</p> <p>X</p> <p>X</p>

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> Oral communication--exchanging or expressing ideas by means of the spoken word Presentations--transmitting information in a formal setting Foreign communication--using a language other than English to communicate in writing or orally Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc. Editing written documents for content Reading comprehension - understanding technical or scientific blueprints and charts Public speaking 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>

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Skill Identification (cont.)

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> • Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching • Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder • Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms • Color - Match or discriminate colors • Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) • Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips • Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) • Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound • Lifting - raising or lowering an object from one level to another (includes upward pulling) • Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) • Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) • Reaching - extending the hands and arms in any direction • Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people • Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight 		X
		X
		X
	X	
	X	
		x