

School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark W. Mullins, Ed.D., Superintendent



October 6, 2022

MEMORANDUM

TO: Mark W. Mullins, Ed.D.
Superintendent

FROM: Beth Thedy, Ed.D., Deputy Superintendent *EBT*
Chief Human Resources Officer

RE: Position Change Request
Custodial Supervisor (NB16) to Supervisor – Custodial Services (NB18)

I am respectfully requesting approval to delete a currently vacant NB16 *Custodial Supervisor* position (recently vacated) and add a NB18 *Supervisor – Custodial Services* position to the Plant Operations and Maintenance Department. The rationale for the request is the changing demands in the Facilities Division related to Plant Operations and Maintenance; this position upgrade will now be responsible for supervisory duties directing the activities of skilled subordinate working personnel in District-wide custodial operations, act as the primary contact for facility managers relating to custodial services, and will provide oversight for custodial personnel to include Educational Services Facility custodial team and other District-wide custodial personnel.

This position change would allow an assigned employee to be dedicated to the following duties: Coordinate custodial procedures with environmental and safety managers, maintain operational records and reports via work order systems, respond to after-hours and business-hours emergencies, monitor and enforce observations of health and safety regulations, analyze and resolve work problems and assist workers in solving problems, instruct, monitor, and consult with superiors and subordinates on complex work tasks, and ensure compliance with codes, standards, regulations, and operational instructions.

The request comes with a labor budget change as follows:

	NB16		NB18	
	Floor	Mid	Floor	Mid
Base	\$46,396.00	\$57,996.00	\$50,655.00	\$63,072.00
Fringe (23.87%)	\$11,076.58	\$13,845.97	\$12,093.37	\$15,057.81
Medical	\$10,644.00	\$10,644.00	\$10,644.00	\$10,644.00
Total	\$68,116.58	\$82,485.97	\$73,392.37	\$88,773.81
Difference	NB16/NB18 Floor \$5,276.37		NB16/NB18 Mid \$6,287.84	

Thank you for your consideration of this position change request. I am available to discuss further at your convenience.

Approval: Yes No

Mark Mullins

Mark Mullins (Oct 9, 2022 09:13 EDT)

Mark W. Mullins, Ed.D.
Superintendent

10/9/22

Cc: Sue Hann, Assistant Superintendent, Facilities Services
Cindy Lesinski, Chief Financial Officer
Shannon Alvarez, Manager, Compensation and Position Control
Charlie Smith, Coordinator, Position Control
Ellie Kelly, Compensation Analyst Elizabeth G. Thedy, Ed.D.
Deputy Superintendent/Chief Human Resources Officer
Phone: (321) 633-1000, ext. 200 • FAX: (321) 633-3565








Facilities Division Position Change Request 10 06 2022

Final Audit Report

2022-10-09

Created:	2022-10-06
By:	Beth Thedy (thedy.beth@brevardschools.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZw5gn2KcY9cjavBTTW42dXUH50d2LVIV

"Facilities Division Position Change Request 10 06 2022" History

-  Document created by Beth Thedy (thedy.beth@brevardschools.org)
2022-10-06 - 6:49:41 PM GMT- IP address: 204.128.73.42
-  Document emailed to Mark Mullins (mullins.mark@brevardschools.org) for signature
2022-10-06 - 6:50:21 PM GMT
-  Email viewed by Mark Mullins (mullins.mark@brevardschools.org)
2022-10-06 - 6:50:47 PM GMT- IP address: 40.94.29.126
-  Document e-signed by Mark Mullins (mullins.mark@brevardschools.org)
Signature Date: 2022-10-09 - 1:13:21 PM GMT - Time Source: server- IP address: 97.104.81.152
-  Agreement completed.
2022-10-09 - 1:13:21 PM GMT