

# Standards Specialist

## Position Details

Class Code: 4070

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direction, develops equipment standards for instructional programs and administrative areas.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops minimum standards of quality and quantity for instructional and administrative equipment.
2. Works with committees to develop minimum equipment needs.
3. Schedules/conducts equipment evaluation meetings with employees, vendors, and the public.
4. Monitors equipment testing; inspects equipment to evaluate safety, performance, and ergonomics prior to approval; submits written reports and future bid recommendations to the specifications office.
5. Develops and conducts work site surveys to gather information regarding equipment suitability/compliance to standards.
6. Researches and establishes parameters for new equipment acquisitions to guide contractors and the Purchasing Department.
7. Monitors and addresses agency-mandated safety standards (Occupational Safety and Health Administration (OSHA), Building/Fire Codes, Underwriters Laboratories, Consumer Product Safety Commission, etc.).

8. Obtains data to develop instructional equipment parameters.
  9. Resolves equipment/supply discrepancies by compiling reports of unsatisfactory equipment, supplies, and services.
  10. Distributes equipment standards to instructional programs and administrative areas.
  11. Attends equipment and furniture presentations to stay informed of changes in technical equipment fields (industrial arts, technology programs, home/careers, music, science/technology, etc.).
  12. Researches and investigates equipment involved in injury/accident reports.
  13. Contacts vendors, manufacturers, and equipment inspection/repair services to determine if equipment is defective and requires a CCSD recall, or if a change to standards is necessary.
  14. Researches and recommends replacements for defunct equipment/supplies.
  15. Provides input for the evaluation of assigned staff.
  16. Conforms to safety standards, as prescribed.
  17. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves developing quality/quantity standards for equipment used in instructional programs and administrative areas; ensures standards are maintained.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of local, state, and federal safety codes.
2. Broad range of equipment technical knowledge.
3. Ability to develop and apply procedures.
4. Ability to read blueprints.
5. Ability to objectively research/analyze data and prepare sound recommendations/reports.
6. Ability to supervise and evaluate employees.
7. Ability to plan and organize work.
8. Ability to meet predetermined deadlines.
9. Ability to communicate clearly, verbally and in writing.
10. Ability to work independently or in groups.
11. Ability to research/analyze equipment and related technical data.
12. Ability to work cooperatively with employees, vendors, and the public.

13. Ability to recognize and report hazards and apply safe work methods.
  14. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Three (3) years' combined experience in at least two (2) of the following: writing equipment specifications, equipment inspections, or purchasing.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

### **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Safe driving record.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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# Examples of Assigned Work Areas

Clark County School District (CCSD) facilities - schools and department offices.

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## Work Environment

### Strength

Sedentary/medium - exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity and occasional far acuity. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

### Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 05/08/24
- Created: 03/02/92