

# Equipment Specialist

## Position Details

Class Code: 4090

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, coordinates, monitors, and supervises assigned staff in delivering and assembling equipment/furniture at Clark County School District (CCSD) facilities.

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## Essential Duties and Responsibilities

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

1. Researches and confers with CCSD departments/vendors to determine program equipage requirements (classrooms, repair facilities, administrative offices, portables, etc.).
2. Initiates and approves equipment/furniture requisitions.
3. Determines suitability of items currently used by the CCSD.
4. Monitors and maintains budget for new equipment/furniture.
5. Monitors and maintains equipment/furniture inventory to meet warehouse stock requirements.
6. Ensures equipment ordered complies with applicable facility safety codes (wood shop, science/technology labs, home economics, etc.).
7. Coordinates equipment/furniture relocations for portables.
8. Reviews and monitors burglary, vandalism, and safety inspection reports from CCSD facilities; determines furniture/equipment replacement needs.
9. Investigates defective equipment and furniture; prepares necessary reports.

10. Ensures air quality compliance standards are met in facilities where new equipment/furniture has been installed.
  11. Monitors and coordinates facility utilities requirements for equipment installations (water/sewer hook-ups for washers, natural gas for kitchen appliances, electrical for shop equipment, etc.).
  12. Assists the Standards Specialist in evaluating and recommending equipment/furniture.
  13. Supervises and provides input for the evaluation of assigned staff.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves ordering and facilitating the delivery, assembly, and relocation of furniture/equipment to meet ongoing enrollment, program, or emergency needs.

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

1. Knowledge of local, state, and federal safety codes.
  2. Knowledge of equipment and furniture requirements for educational facilities.
  3. Ability to work independently.
  4. Ability to meet predetermined deadlines.
  5. Ability to lead or supervise and evaluate employees.
  6. Ability to read blueprints.
  7. Ability to interpret and apply written/verbal instructions.
  8. Ability to plan and organize work.
  9. Ability to develop and apply procedures.
  10. Ability to communicate clearly, verbally and in writing.
  11. Ability to write accurate reports.
  12. Ability to work flexible hours/shifts.
  13. Ability to work cooperatively with employees, students, vendors, and the public.
  14. Ability to recognize and report hazards and apply safe work methods.
  15. Possess physical and mental stamina commensurate with the position's responsibilities.
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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: warehousing, equipment inspection, or equipment 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.).
  1. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  2. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
  3. Safe driving record.
  2. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD Equipment Management Department, schools (classrooms, computer labs, locker rooms, gymnasiums, libraries, science labs, ball fields, playgrounds, etc.), and other CCSD facilities. Frequent travel to/from CCSD facilities.

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## **Work Environment**

### **Strength**

Light – exert force up to 15 lbs., occasionally.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

### **Environmental Conditions**

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme 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, copiers, calculators and ten-key adding machines, fax machines, telephones, ladders, electronic testing 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: 02/22/24
- Created: 03/02/92