

## **Job Descriptions & Locations**

### **Operations Intern 327 NW Commerce Park Dr, Port St. Lucie**

Supervisor: Mike Durette

Student will be exposed to the various trades/crafts in building and preventive maintenance i.e., plumbing, locksmithing, carpentry etc., providing assistance in the repairs of district-wide work orders through oral instruction, observation and/or blueprints. Intern will gain a better understanding of codes and safety compliance and standards applicable to the various trades.

### **Office Support Intern 327 NW Commerce Park Dr., Port St. Lucie**

Supervisor: will vary depending on location

Student will be exposed to diverse functions of office operations. This will include answering phones, filing, basic office computer operation, solving day to day issues that may arise within an office setting and other duties as assigned by the office staff. This will be a floating position between office staff in the school district.

### **Energy Management Intern 327 NW Commerce Park Dr., Port St. Lucie**

Supervisor: Sean Murray

Student will be exposed the energy management system with regards to, lighting level measurements, computations to be used when considering control devices and inspection of school facilities to observe lighting and building automation usage and control placements. You will be shown how we compute the data obtained which assists us in applying for grants and rebates. Applicants should be individuals interested in energy conservation and “Green” construction.

### **Facilities Management Intern 327 NW Commerce Park Dr., Port St. Lucie**

Supervisor: Marty Sanders/John Gillette

Student will work with the Department Director and senior management staff of the department on maintaining facilities drawings and determining growth patterns. Student must have a working knowledge of Word, Excel, AutoCAD and/or Archinfo. Students will update building plans based upon recent changes; document operational plans such as shelter operation plans on maps or drawings. Students will analyze growth data from GIS information and prepare summary recommendations on growth patterns. Applicants should be individuals interested in engineering, architecture or planning.

### **Grounds/Fields Operations Intern 327 NW Commerce Park Dr., PSL**

Supervisor: Gary Taylor

Student will learn turf and field's maintenance and preparation. Applicants should be individuals interested in ground and field operations. Student will learn the different types of turf, different diseases on turf and how to maintain athletic fields. Painting will include stripping parking lots, the various types of paint, oil stains, trimming out and general painting techniques. Student should be prepared to spend time outside.

### **IT Intern 327 NW Commerce Park Dr., Port St. Lucie**

Supervisor: John Andrianoff

Student will provide assistance to staff with computer hardware and software needs as they arise. If qualified, the student will be given the challenge to also develop a website for the Facilities & Maintenance Department. Applicants should be interested in Information Technology and possess the skills for website design.

### **HVAC Intern 327 NW Commerce Park Dr., Port St. Lucie**

Supervisor: Jim Babington

Student will provide assistance to staff with HVAC systems and assist field technicians while on service calls for preventive maintenance and A/C repairs. Students should have basic computer skills, and be prepared to be exposed to mechanical repairs and the use of basic hand tools (i.e screwdrivers, pliers, etc.)

### **Warehouse Operations 327 NW Commerce Park Dr., Port St. Lucie**

Supervisor: Gary Taylor/Fran Casner

Student will have the opportunity to store and place items into inventory, to document and inspect all freight arriving, to assist with a variety of routine purchasing transactions, to assist in taking inventory, to assist in processing and delivery of requisitions items and have the capability for authorization and documentation of deliveries.

### **Security 327 NW Commerce Park Dr., Port St. Lucie**

Supervisor: TBD

Student will assist the department secretary with a variety of clerical duties such as answering phones, filing, radio dispatching etc and bookkeeper duties, along with introduction to security system programming and badging system. Student will also be introduced to installation and monitoring of surveillance equipment and assist with investigations as needed. Student will be exposed to Juvenile Justice system, court system and other Law Enforcement agencies. Applicant should be individuals interested in office management and/or law enforcement field.

### **Electrical 327 NW Commerce Park Dr., Port St. Lucie**

Supervisor: Jeff Diefendorf

Responsibilities will include identifying and correcting minor deficiencies within the electrical systems in the Saint Lucie county schools. Student duties will involve testing and repairing of outlets, switches, lighting, time clocks and breaker panels as well as working to make sites more energy efficient.

Safety will be the primary concern interns will not work on live electricity and will not be left unattended by the tech that they are assigned to and will not perform tasks until tech deems work area safe. Any and all safety gear will be provided to the intern to perform the tasks assigned

### **Diesel Mechanic Intern 325 NW Commerce Park Dr, Port St Lucie**

Supervisor; Don Carter

Student will be introduced to routine and computer diagnostics involved in school bus maintenance. Students will work alongside technician to complete regular inspections, service, make repairs, and replace parts as needed. Student will demonstrate ability to operate necessary equipment and complete required documents and reports. Student must have basic computer skills and some mechanical knowledge.

### **GPS, Radio, Video Electronics Intern 325 NW Commerce Park Dr, Port St Lucie**

Supervisor: Don Carter

Student will work alongside technician performing diagnostics, repairs and replacements of school bus electronics equipment. This will include GPS systems, two-way radios, antennas, on-board cameras, and recording devices. Student will demonstrate ability to operate necessary testing equipment and complete required documents and reports. Student must have basic computer skills and some knowledge of electronics.

## **Transportation Operations Intern 325 NW Commerce Park Dr, Port St Lucie**

Supervisor: Don Carter

Student will work alongside office staff and managers, assisting with various aspects of daily transportation operations. Student will get an overview of methods involved in creating and modifying routes, dispatch procedures, and general office routines. Student will demonstrate ability to operate necessary office equipment and complete required documents and reports. Student must have basic computer skills.

## **School Based/District Office Intern (location depends on assignment)**

Supervisor will vary based on job location

Student will work alongside office/school staff, assisting with various aspects of office work, finance, customer service and other duties as assigned by site supervisor. Student will get an overview of general office routines and district management. Student will demonstrate ability to operate necessary office equipment and complete required documents and reports. Student must have basic computer skills.

## **Media Services (Mean Court)**

Supervisor: Craig Jerome

Our summer work is the maintenance of CAVS with a focus on the TV studio and CATV distribution systems. This would include but not limited to the dusting, cleaning, repairing cables, verifying proper operation of all systems. We will cover each and every school starting in early June. Another project will be the build out of the new LPA studio and CATV distribution system. At times we climb ladders to reach projectors. We are always on-call for emergencies during our work day and even with a plan for the day, it could be put aside to service other systems.

## **Custodial Maintenance Intern - Various school sites and Maintenance.**

Supervisor: Carolyn Rarriek and Plant Managers at school sites.

Student will work with Plant Manager and Custodial staff learning proper cleaning techniques. This may include moving furniture, using cleaning machines, using cleaning agents properly and in accordance with labeled application mixture and method of use. Student will learn about maintenance and plant operation, building repairs, floor cleaning and other related custodial work assignments. Applicants should be individuals physically capable of performing duties which include frequent lifting and carrying of objects weighing 25-50 pounds. Continuous standing and /or walking is required to carry out duties. Intern will gain a better understanding of how to maintain a clean and safe working environment at school sites and maintenance offices.