

# SCHOOL DISTRICT OF ALACHUA COUNTY

## FOREMAN -- MAINTENANCE

### JOB DESCRIPTION

<b>FLSA:</b>	Exempt	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>PAY</b>	29	<b>SALARY SCHEDULE:</b>	Professional/Technical
<b>GRADE:</b>			

#### QUALIFICATIONS:

- (1) High school diploma or GED.
- (2) Minimum of six (6) years experience in skilled or craftsman work, in building maintenance, mechanical/electrical/plumbing and construction projects, including one (1) year of supervisory experience preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of methods, procedures, and skills of crafts and trades, and various types of public works projects. Knowledge of effective supervisory techniques and of the use and capabilities of public works equipment and machinery. Knowledge of safety rules and safe operating procedures. Ability to plan, organize and supervise the work of others. Ability to understand, interpret, and effectively carry out written and oral instructions, accompanied by construction plans or simple blueprints. Ability to keep records and make reports. Physical strength and agility to work out-of-doors, occasionally under adverse weather conditions and long hours. Knowledge of the applicable building and electrical codes. Ability to communicate effectively both in orally and in writing. Ability to establish and maintain effective working relationships with staff, administrators, and outside agencies.

#### REPORTS TO:

Manager -- Facilities Maintenance

#### JOB GOAL

To provide effective leadership in the completion of District facility maintenance projects and repairs.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Supervise and schedule the work of skilled and semi skilled craftsmen and trade workers.
- \*(2) Supervise lead work in the building maintenance, mechanical, and construction trade area.
- \*(3) Interpret specifications, blueprints, and job orders and assign duties to crews of varying sizes and skills.
- \*(4) Establish or adjust work procedures to meet schedules, using knowledge of the capabilities of staff and equipment.

## FOREMAN -- MAINTENANCE (Continued)

- \* (5) Make field inspections to ascertain working conditions, location of utilities, materials needed and other information relative to the project.
- \* (6) Requisition materials and supplies for projects.
- \* (7) Coordinate use of equipment with other supervisors.
- \* (8) Analyze and assist workers in solving problems.
- \* (9) Maintain time and production records.
- \* (10) Study existing practices and procedures to determine methods of improving installation, repair and maintenance work.
- \* (11) Conduct on-the-job training to improve skills of workers.
- \* (12) Conduct safety inspections.
- \* (13) Provide instruction and awareness training to staff relating to safe working conditions and procedures.
- \* (14) Adhere to applicable safety standards.
- \* (15) Attend all staff meetings and workshops.
- \* (16) Assist with maintaining a clean and orderly environment.
- \* (17) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (18) Communicate effectively with the public, staff members, parents, students, workers, administrators and other contact persons.
- \* (19) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (20) Demonstrate initiative in the performance of assigned responsibilities.
- \* (21) Demonstrate support for the school district and its goals and priorities.
- \* (22) Exhibit interpersonal skills as an effective team member.
- \* (23) Follow attendance, punctuality and proper dress rules.
- \* (24) Keep supervisor informed of potential problems or unusual events.
- \* (25) Maintain confidentiality regarding school/workplace matters.
- \* (26) Maintain expertise in assigned area.
- \* (27) Manage time efficiently.
- \* (28) Model and maintain high ethical standards.
- \* (29) Participate in cross-training activities as required.
- \* (30) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (31) Prepare all required reports and maintain updated and accurate records.
- \* (32) Represent the District in a positive and professional manner.
- \* (33) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

**FOREMAN -- MAINTENANCE (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Addendum No. 01**

Adopted 10/19/10