



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

MAINTENANCE FOREMAN

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, supervise, oversee and inspect a variety of skilled and semi-skilled work in the maintenance, repair and improvement of District facilities; coordinate and monitor the work of maintenance crews and contracted labor to ensure compliance with specifications and quality of workmanship according to established standards and procedures; assist in determining priority of work orders, materials, and supplies; perform other duties as assigned and/or required.

ESSENTIAL DUTIES:

- Coordinate and oversee the maintenance of District work sites, school facilities and office buildings to ensure against safety hazards and for necessary preventative maintenance work.
- Provide work assignments to assigned personnel and contract labor to ensure compliance with specifications and quality of workmanship in accordance with established standards and procedures.
- Establish work assignment priorities.
- Receive and review incoming work orders.
- Consult with trade journeymen to formulate work schedules.
- Evaluate school facilities and office buildings.
- Assist in the planning of needed repair and refurbishing needs.
- Provide job cost estimates.
- Solicit and receive proposals from external contractors for repairs and services.
- Organize, coordinate, supervise and inspect the maintenance, repair, renovation and special projects.
- Dispatch crews to work sites as appropriate.
- Train, supervise and evaluate the performance of assigned maintenance personnel.
- Communicate with District maintenance crews, site personnel and others to provide technical information.
- Coordinate activities and resolves issues, concerns, or questions regarding work orders and the scheduling of projects.
- Estimate cost of material and labor.
- Prepare and submit requisitions for materials and supplies.
- Review supplies, materials and equipment requests.
- Recommend acquisition of needed stock in order to maintain an appropriate inventory.
- Assist in the planning and establishment of schedules for ongoing preventative maintenance and equipment replacement; participate in maintenance projects.
- Perform skilled work in carpentry, HVAC, electrical, locksmithing, painting, or other trades, as needed; utilize a variety of equipment, hand and power tools.
- Respond to after-hour emergency calls for maintenance services and makes emergency repairs as needed.
- Drive a service vehicle to visit work sites to inspect work in progress and completed projects.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, techniques, materials and equipment utilized in school facilities maintenance, repair, and

construction used in the various crafts including carpentry, plumbing, painting, electrical and HVAC work.

- Building construction practices.
- Legal mandates, policies, regulations and guidelines pertaining to the maintenance and construction of school facilities, office buildings and equipment.
- Safe working methods and procedures.

ABILITY TO:

- Organize, coordinate and supervise maintenance and construction projects to completion.
- Interpret blueprints, plans, drawings, schematics and other data pertaining to the maintenance, and construction of school facilities, office buildings and equipment.
- Effectively serve as a liaison to contractors and vendors performing District service.
- Accurately estimate cost of repair and construction of facilities.
- Communicate effectively in oral and written form.
- Understand and follow oral and written directions with minimal accountability controls.
- Effectively and efficiently operate a micro-computer and related equipment.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Five years of journey-level experience in one or more of the building trades that pertain to the maintenance, repair and construction of school facilities, including one year at a supervisory level.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of the possession of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.
- Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.

PREFERRED QUALIFICATIONS:

Supplemental training or coursework in organizational leadership or supervision is preferred, but not required. Proficient use of computers and applicable software is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and Outdoor work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch,

kneel, reach above shoulder level, and/or to ascend and descend a step stool or

- step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate hand tools and related equipment and to handle and work with various materials and objects.
- May be occasionally exposed to hot, cold, wet, humid or windy conditions caused by weather.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

- Working around and with machinery having moving parts.
- Working at heights.
- Power saws and flying debris or nails.
- Exposure to fumes and chemicals utilized in assigned trades.

Revision Date: 1/1/2022

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**