

MAINTENANCE FOREMAN **(Supervisory)**

DEFINITION

Under general direction from the Maintenance Supervisor, organizes, coordinates, supervises and inspects the skilled construction, repair and maintenance work of the District maintenance crews; assists in determining priority of work orders, materials, and supplies; performs other duties as assigned and/or required.

ESSENTIAL DUTIES

- organizes, coordinates, supervises and inspects the maintenance, repair, renovation and special projects of the Maintenance and Operations Department
- inspects and reviews maintenance work sites, school facilities and office buildings to ensure against safety hazards and for necessary preventative maintenance work
- evaluates school facilities and office buildings and assists in the planning of needed repair and refurbishing needs
- receives and reviews incoming work orders; organizes, prioritizes and assigns daily work orders and special projects, and dispatches crews to work sites as appropriate
- trains, supervises, and evaluates the performance of assigned maintenance personnel
- communicates with District maintenance crews, site personnel and others to provide technical information, coordinates activities and resolves issues, concerns, or questions regarding work orders and the scheduling of projects
- estimates cost of material and labor and prepares and submits requisitions for materials and supplies
- reviews supplies, materials and equipment requests and recommends acquisition of needed stock in order to maintain an appropriate inventory
- assists in the planning and establishment of schedules for ongoing preventative maintenance and equipment replacement
- participates in maintenance projects
- performs journey-level work in carpentry, HVAC, electrical, locksmithing, painting, or other trades
- utilizes a variety of equipment, hand and power tools
- responds to after-hour emergency calls for maintenance services and makes emergency repairs as needed
- drives a service vehicle to visit work sites to inspect work in progress and completed projects to assure compliance with related federal, state and district rules and regulations
- performs other work as required

QUALIFICATIONS

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.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this 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.

EXPERIENCE AND EDUCATION

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; proficient use of computers and applicable software is desirable.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental training or coursework in organizational leadership or supervision is desirable.

License Requirement: Verification of the possession of a valid California Motor Vehicle Operator's license.

Condition of Employment: 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.