

MAINTENANCE FOREMAN
(Supervisory)

DEFINITION

Under direction, supervises and personally performs repair and maintenance work on school buildings and equipment; does related work as required. This is a one-position class reporting to the Director of Maintenance, Operations and Transportation. The Maintenance

Foreman is responsible for the immediate supervision of the district maintenance department and performs skilled work in one or more of the crafts when not occupied with supervisory duties.

EXAMPLES OF DUTIES

Directs and participates in the work of a maintenance crew, including painting, plumbing, carpentry and electrical craftsmen and helpers; sets performance standards by estimating and auditing work orders and jobs; determines the need for building repairs and maintenance by inspection and by review of work orders; confers with school officials regarding building maintenance; determines priorities and assigns work schedules; makes job cost estimates, including labor and material needs; prepares and reviews plans and specifications for maintenance work; lays out and inspects work of maintenance crew and assists in solving problems which may develop; keeps records and prepares reports; reviews and evaluates the work of maintenance employees; answers emergency calls at any time and takes appropriate actions to protect and preserve the property of the District.

MINIMUM QUALIFICATIONS

Experience and Education:

Three years experience as a journeyman in one of the building trades, including one year of supervisory experience. AA Degree desirable.

Knowledge of:

Methods, materials and equipment used in the various building maintenance specialties, including carpentry, plumbing, painting, electrical heating and ventilating; building maintenance, repair practices and rules and regulations relating to same.

Ability to:

Read, interpret and work from construction drawings and blueprints; estimate materials and labor costs; layout, direct and control a maintenance work program involving diversified activities; keep records and prepare reports; supervise and establish cooperative working relationships with others.

License:

A valid California Driver's License

ASSIGNMENT

This is a full-time, 12-month-per-year position.

SALARY

Supervisory Employees Salary Schedule