

## **MAINTENANCE FOREMAN**

<b>JOB SUMMARY</b>	Under direction of the department administrator, plan, organize, and supervise activities of workers engaged in maintenance activities. Estimate cost of labor and materials for work orders and make recommendations for ordering required materials.
<b>TYPICAL DUTIES</b>	Plan, organize, and supervise all areas related to the district's maintenance operations. Determine repairs and maintenance needs of the district. Make cost estimates of needs. Supervise, coordinate, and evaluate the work of assigned staff. Review work orders, prioritize, and assign accordingly. Visit job site when necessary. Prepare and plan material lists in order to effectively schedule the work. Schedule work for concurrent shop performance, or in most effective sequence to facilitate required progress of shop operations. Schedule starting and completion dates for each specified work operation to be performed by various shops, based on information regarding manpower, tools, equipment, material availability, current workload, priorities, and deadlines, working within the overall calendar and man-hour estimates established in the work order. Chart status and progress of each job. Review district monthly utility bills. Analyze and prepare reports regarding energy consumption trends. Monitor district conservation measures and communicate with principals and school staff regarding energy consumption and conservation. Supervise district energy management control systems to ensure compliance with district conservation policies. May direct clerical personnel in the reception of work orders, either verbal or written, in the accomplishment of certain clerical operations such as posting information of various control forms and schedule boards. Recommend work to be contracted out. Perform other related duties as assigned.
<b>JOB REQUIREMENTS</b>	Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying combination would include graduation from high school or equivalent and journey level experience in one or more of the building or maintenance trades. Skill in oral and written communications.
<b>Knowledge of:</b>	Methods, tools, equipment, and materials used in the building and construction trades. Building and safety codes/regulations. Record keeping for maintenance activities. Principles and practices of supervising, planning, scheduling, and coordinating work of a crew.
<b>Ability to:</b>	Plan, organize, and supervise district maintenance operations. Read construction drawings, determine the best course of action and implement the project, and modify the drawings for future information. Train, supervise, and evaluate the performance of assigned staff. Plan, schedule, and coordinate work and assignments to meet specified deadlines. Establish and maintain effective and cooperative working relationships with others.. Carry out oral and written directions. Maintain accurate records.

**LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

**PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING  
CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to risk of electrical shock. The employee frequently works in high, precarious places and is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and vibration.