

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Foreman, Maintenance	Job Code: 81014
Job Classification:	18 Service Workers	EEO Line: 52
Job Class Category:	Educational Support Personnel	Job Description Supplement Code: 8
Reports to:	Director, Maintenance Department	Salary Locator: Classified Schedule

PCSD positions that fall under this description are: HVAC; Lead Cabinet Maker and Lead Painter

SUMMARY:

This position is responsible for overseeing the duties of maintenance personnel serving all District facilities.

QUALIFICATIONS:

- (1) High School Diploma or General Education Degree (GED)
- (2) Valid Florida Driver's License and acceptable driving record
- (3) Five (5) years' experience in maintenance, construction, HVAC or mill working trades.
- (4) Possess a working knowledge of applicable codes, including FAC Chapter 6A-2 and ADA.
- (5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in to work from diagrams, sketches, and oral and written instruction.
- (2) Knowledge of applicable codes, including FAC Chapter 6A-2. .
- (3) Oversee maintenance personnel and operations
- (4) Maintain a thorough knowledge of all processes and equipment operation.
- (5) Organize and assign work orders to personnel to ensure accuracy and completion in a timely manner.
- (6) Ensure that employees follow proper safety rules and adhere to and help enforce all applicable policies and procedures.
- (7) Troubleshoot maintenance problems and perform equipment maintenance as required.
- (8) Maintain high degree of initiative and dependability.

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Work closely with Director of Maintenance to establish and maintain a planned program of preventative maintenance for facilities in assigned area.
- (3) Must work quickly, productively and safely without error and consistently meet the production goals as set by foreman or department director.
- (4) Assist department director in budgeting and planning.
- (5) Oversee maintenance personnel, assign work orders, and assist in problem solving.
- (6) Coordinate with contractors to ensure a smooth flow of contracted maintenance.
- (7) Operate District equipment, including vehicles, in order to perform assigned tasks.
- (8) Assist other tradesmen or perform other essential duties in conjunction with other trades.
- (9) Assist employees to upgrade their skills.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position as directed.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

BOARD APPROVAL:
May 20, 2014