

**School District of Santa Rosa County
Job Description**

Maintenance Foreman I

Reports to: Supervisor of Building Maintenance	FLSA Status: Exempt
Department: Maintenance	Prepared by: Human Resources
Date: August 21, 2014	Job Code: 11010
Position #: 84150	Range: 18

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assigns and supervises skilled trades workers and helpers;
- Inspects work in progress and upon completion;
- Evaluates work orders to determine necessary equipment, materials and time to complete job;
- Keeps records of time and cost required for each project;
- Requisitions necessary materials and equipment for jobs;
- Advises skilled trades workers on particularly difficult problems and participates in work of the trades as required;
- Interprets county policies to workers;
- Enforces safety precautions;
- Establishes or adjusts work procedures to meet production schedules using knowledge of worker's capabilities and difficulty of work;
- Recommends measures to improve efficiency of department;
- Recommends personnel actions such as promotions, use of annual leave and disciplinary actions;
- Works after hours and weekends when necessary or required;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance

Supervision Exercised:

Maintenance Department

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. Five years experience in the building trades, two years must have been at a supervisory level.

Preferred:

Use and care of tools, equipment and materials of the trades; operation of micro-computer and terminal.

Physical Demands:

Must be able to stand, walk, stoop, climb, crawl and reach; duties require moderate to heavy lifting of over 75 pounds; requires the operation of a small truck to visit work sites. Work inside and outside; may involve hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.