

	<b>Maintenance Foreperson</b>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: October 22, 1997  Board Approval: March 20, 2012  Revision Date: March 20, 2012  Personnel Commission: April 25, 2012  Range: 59  Reports to Director of Facilities</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

This position requires skill in organizing, planning, scheduling and overseeing the work of subordinates. This classification receives limited supervision within a framework of standard policies and procedures and requires the ability to exercise caution and care in the performance of assigned duties. This position performs technical skilled work/tasks at a journeyman level, especially those involving the most complex maintenance and repair functions and including the ability to read and interpret blueprints and related building plans.

**REPRESENTATIVE DUTIES:**

Because of the diversity of functions and the variety of specific skills required in journey level maintenance and crafts work, the duties listed below reflect the functions of all positions allocated to this class.

- Coordinate, oversee, assign all work orders, repairs, installations and construction to the maintenance staff
- Assists with organizing and planning of projects as assigned
- Analyze work force productivity and consult with Director regarding staff performance and recommendations
- Oversees inventory control, orders parts and supplies and assists with development and monitoring the budget
- Performs journey level work in the basic trades such as carpentry, painting, electrical, plumbing, locksmith and HVAC for District buildings, facilities and equipment.
- Respond to work orders and maintenance needs and perform related projects including but not limited to; estimating time and materials, plan, organize and lay out assigned tasks, inspect facilities and equipment to determine maintenance and repair needs and maintain records of tasks completed
- Performs skilled electrical work including but not limited to; low and high voltage wiring, installation, repairs, troubleshooting, testing, adjusting and maintaining all systems and equipment.
- Performs skilled HVAC work including but not limited to; installation, maintaining, monitoring, testing, repairing, troubleshooting and operating systems.
- Works from and interprets blueprints, sketches and specifications
- Mixes, pours, and finishes concrete; constructs necessary forms; operate and maintain a variety of equipment.
- Move, assemble, pick up, transport and deliver various furniture, materials and equipment
- Identify and report safety, sanitary, security and fire incidents and hazards to appropriate personnel; maintain and repair security devices; respond to emergency maintenance and repair needs as directed.
- Maintains swimming pool, including but not limited to; installation, repairs, testing, cleaning and maintaining the swimming pool, equipment and chemical levels.
- Assist in assuring District buildings, facilities and systems comply with applicable laws, codes, ordinances and regulations; assure a safe environment for students and staff.
- Maintain work areas, equipment and tools in a safe, clean and orderly condition.
- Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Ability to plan and direct the work of others and manage and control multiple facilities operations
- Ability to plan and coordinate work and to estimate labor and material costs

- Knowledge and ability of building and construction trades and methods, materials, tools, terminology and equipment used in the building maintenance such as electrical, plumbing, carpentry, heating, ventilation, masonry, painting, and locksmith.
- Knowledge of safe operation and usage of maintenance and crafts tools and equipment; appropriate building, safety, and other codes as they pertain to the maintenance and repair functions of the District.
- Ability to read and interpret blueprints, plans, diagrams, schematics, specifications and shop math
- Ability to work effectively and safely around children and exercise good judgment and due caution in the performance of assigned duties
- Knowledge of preventative maintenance principles and practices
- Knowledge of health and safety regulations and procedures including proper lifting techniques
- Ability to record and maintain records
- Ability to establish and maintain effective work relationships
- Ability to learn more advanced methods and practices of assigned maintenance and crafts work
- Ability to perform heavy manual labor to meet the physical requirements necessary to perform assigned duties

#### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Three (3) years of experience as a journeyman or highly skilled maintenance technician level or equivalent.
- Five (5) years experience at the Senior Maintenance Technician level or equivalent

#### **LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California driver's license
- May require a Certified Pool Operator Certificate and/or EPA Universal Certificate
- May require pre-employment physical examination

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

- Indoors and outdoors; temperature-normal climate, occasional adverse weather conditions

##### **PHYSICAL DEMANDS:**

- Moderate to high stress level, moderate to strenuous physical effort for extended periods of time including lifting up to 60 pounds, standing, sitting and/or walking for extended periods, reaching overhead, above the shoulders and horizontally, bending at the waist, kneeling, crouching, pushing, pulling twisting, turning, climbing ladders, working from heights.
- Dexterity of hand and fingers to operate tools and equipment; seeing to perform duties, hearing, speaking, and reading to exchange information
- Working with and around equipment with moving parts

##### **HAZARDS:**

- Chemical exposure-herbicides, pesticides, gasoline, oil, solvents
- Occasional exposure to dust, fumes, gases, odors, blood borne pathogens and feces
- Exposure to noise and vibrations

#### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.