

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

MAINTENANCE FOREMAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Master-level skills in multiple trades area.
- (3) Minimum of three years supervisory experience with course work or other specified training related to plant maintenance, building construction specialist.
- (4) Some management training.
- (5) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Maintenance skills and knowledge so as to effectively supervise skilled craftsmen. Ability to organize employees. Knowledge of maintenance equipment and its safe operation. Knowledge in personnel supervision and budget preparation. Knowledge of Florida law as it pertains to facilities and maintenance. Working knowledge of computer operations. Knowledge in building and construction.

REPORTS TO:

Superintendent

JOB GOAL

To coordinate maintenance workers so as to effectively maintain facilities.

SUPERVISES:

- Maintenance Assistant
- General Maintenance Worker I
- General Maintenance Worker II
- Skilled Maintenance
- Maintenance Technician
- Skilled Technician
- Master Technician
- Secretary
- School Based Maintenance Employees

PERFORMANCE RESPONSIBILITIES

- (1) Establish and maintain, on a current basis, both an annual and a long-range plan for meeting the assigned maintenance requirements of the physical facilities.
- (2) Coordinate the assigned phases of the maintenance.
- (3) Supervise the management of assigned personnel in the maintenance section to secure the best labor utilization with labor and materials in performing planned maintenance functions.
- (4) Assist with budget preparation and management.
- (5) Administer and supervise contracted services.

Board Approved January 20, 1998
Amendment Board Approved April 15, 2003

MAINTENANCE COORDINATOR (Continued)

- (6) Plan and supervise site work, the operation of heavy equipment and portable classroom relocation.
- (7) Assist with the standardization of building materials for maintenance use.
- (8) Evaluate work performance of employee.
- (9) Supervise the Safety to Life function.
- (10) Instruct maintenance workers in use and care of equipment.
- (11) Estimate labor and materials cost for facilities.
- (12) Organize and maintain record of work orders and materials needs.
- (13) Drive a vehicle from one work site facility to another.
- (14) Familiar with work order and project/function numbers within the system.
- (15) Use telephone to coordinate with leads in the field.
- (16) Establish priorities.
- (17) Use effective, positive interpersonal communication skills.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.
- (19) Other duties assigned by the immediate administrator or supervisor.

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:

Approved Unit Compensation plan, pay grade 19-22
12 months
7.5 hours per day

EVALUATION:

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