

JOB DESCRIPTION

Location: MAINT

Effective: 02/2019

Approved: AJ

SHELTON SCHOOL DISTRICT #309

Shelton, Washington

MAINTENANCE FOREMAN

JOB SUMMARY:

The job of Maintenance Foreman is done for the purpose of providing supervision to all employees in all maintenance related activities; ensuring compliance with work orders and relevant trade standards; making recommendations for acceptance; ensuring a safe and secure working environment; providing documentation for audit purposes; meeting district, state and federal requirements; and conveying information related to professional requirements, new products, and technology.

The Maintenance Foreman job requires working under limited supervision, following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Depending upon the individual assignment, the Maintenance Foreman performs all or a combination of several of the following duties. This list of essential functions is not exhaustive and may be supplemented as necessary.

1. Assigns, schedules and directs work of maintenance staff for the purpose of responding to service demands in the district and efficiently completing work.
2. Adapts to working in a variety of shifts and projects for the purpose of meeting various needs that may arise.
3. Actively participates in making necessary repairs to buildings and equipment as directed and reporting those that cannot be repaired to the Director for the purpose of maintaining effective work schedules and work loads.
4. Assists other personnel for the purpose of supporting them in the completion of their work activities.
5. Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs.
6. Demonstrates the ability to accomplish assignments without supervision for the purpose of managing various projects and emergencies.
7. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.
8. Establishes and maintains effective professional and working relationships with district employees and contractors for the purpose of directing and completing the required work.
9. Inspects completed repair work, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently and meets all safety standards.
10. Maintains licenses and/or certificates (e.g. qualifying party, pesticide registrations, water auditor certificate, etc.) for the purpose of ensuring that the district meets all local, state and/or federal requirements.

11. Maintains the district work order system for the purpose of tracking and efficiently completing work.
12. Observes building and grounds for the purpose of maintaining and denoting neatness and identifying any hazards, reporting observations to the Director.
13. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
14. Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
15. Responds to emergencies for the purpose of determining and implementing appropriate actions required to resolve situations.
16. Supervises department functions including recommending hiring, termination and assessing performance for the purpose of ensuring that the department functions in a safe and efficient manner.
17. Schedules skilled tradesmen and other employees for remodeling and repair projects by prioritizing and assigning work.
18. Other related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: expertise in three or more building trades and reasonable proficiency in the other trades such as electrical, heating, ventilation, air conditioning, carpentry, painting, plumbing, cabinet making, roofing, dry wall repair, etc.; adhering to legal statutes, organizational rules, district policies, etc.; adhering to safety practices; data management; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications; and properly handling hazardous materials.
- Knowledge is required to perform algebra and/or geometry; read technical information and blueprints; compose a variety of documents; facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; health standards and hazards; safety practices and procedures.
- Ability is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; displaying mechanical aptitude; establishing and maintaining effective working relationships; maintaining confidentiality; maintaining regular

Maintenance Foreman

Page 3 of 3; February 2019

attendance and punctuality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; working with detailed information/data.

WORKING CONDITIONS:

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 35% walking, and 60% standing. The job is performed indoors and outdoors, under some temperature extremes and some hazardous conditions.

MINIMUM QUALIFICATIONS:

High School graduation or equivalent required; continuing education desirable.

One year of successful supervisory experience in buildings and grounds maintenance.

Three years of skilled level experience in electrical, HVAC, plumbing, carpentry, mechanical, landscaping, and other trades related to this field.

Skilled level experience in the operation of light equipment relative to this position.

Other combinations of experience and/or education that meet the minimum requirements may be substituted.

REPORTS TO: Director of Maintenance

CERTIFICATES AND LICENSES:

Valid Washington State Driver's License required.

TERMS OF EMPLOYMENT:

Salary and benefits according to adopted salary schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of Washington State Law and the bargained agreement.