



Job Title:	General Maintenance Foreman	Wage/Hour Status:	Non-Exempt
Reports To:	General Maintenance Supervisor	Pay Grade:	Maintenance Pay Grade 4
Dept. /School:	Maintenance Department	Date Revised:	10/26/2011

Primary Purpose:

Assist in the planning, organizing and directing of the activities of the general maintenance department. Assume the responsibilities of the general maintenance supervisor, as necessary. Receive, prioritize and distribute work orders and P. M.'s. Assist in the accomplishing jobs and monitoring overall performance of employees

Qualifications:

Education/Certification:

Valid Texas driver's license
High school diploma or GED
College or Technical School training in related area, preferred

Special Knowledge/Skills:

Strong written and oral communication skills
General working knowledge of NFPA Fire and Life Safety Codes, Uniform Building Codes, Americans with Disabilities Act (ADA), Environmental Protection Agency (EPA) regulations and Occupational Safety and Health Association (OSHA) codes
Knowledge of computer operation systems and programs
General knowledge of basic construction and maintenance techniques on the commercial and school building level, including repairs on all components, as well as, preventive maintenance
Extensive knowledge of ingress and egress hardware and associated lock and security systems
General knowledge of cabinet shop fabrication procedures and associated equipment

Experience:

Four years experience in school maintenance
Five years experience in construction industry

Major Responsibilities and Duties:

General Maintenance:

1. Assist department supervisor in daily activities of the general maintenance department.
2. Take over the day-to-day department operations when supervisor is absent.
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5. Plan and implement major renovation projects, including preparation of detailed plans, bill of materials, time requirements, purchasing and scheduling material deliveries.
6. Assist in maintaining a comprehensive preventive maintenance program to cover all facilities and equipment applicable to the department.
7. Maintain department records, including building plans and specifications, material and equipment specs and catalogs, code manuals, safety manuals, employee records and district procedure manuals.
8. Coordinate tasks with other maintenance trades to ensure continuity of work that involves some or all of the other trades.
9. Assist other trades as needed.
10. Coordinate work requirements with teachers, assistant principals, or principals as required to assure that all are aware of work to be done and that disruptions are kept to the minimum possible.
11. Keep accurate records of time and materials used.
12. Assign priority to work orders and process them, including tracking of labor and material use.

Safety:

13. Assist in maintaining a comprehensive safety program by constant monitoring for potential safety problems and ensuring that all safety procedures are followed.
14. Be aware of duties and responsibilities in the event of an emergency in the district such as fire, storm, structural failure or other events that could result in the loss of life or property, as outlined in the District Emergency Response Manual.
15. Operate tools, equipment, and machinery according to prescribed safety procedures.
16. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
17. Ensure that vehicles, equipment, and tools are in safe operating condition.
18. Inspect and adjust tools and equipment for safety and efficiency.
19. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment:

20. Coordinate the storage and use of all equipment, tools, and supplies.
21. Prepare, implement, and maintain preventive maintenance and repair procedures for equipment and tools.
22. Order equipment and supplies and maintain accurate records.
23. Recommend replacement of existing equipment.
24. Conduct annual inventory of physical equipment and supplies.

Other:

25. Work irregular hours and respond to after-hours emergency calls as needed.
26. Drive light truck or car to monitor work, coordinate with school administrators, and respond to emergencies as required.
27. Assist in recruiting, screening, training, and evaluation of employees.
28. Other duties as assigned.

Supervisory Responsibilities:

Supervise employees assigned to assist with jobs

Equipment Used:

Power tools and hand tools (standard cabinet shop saws, planers, routers, welders, torches, drill press, grinders, pneumatic nail guns, powder-actuated pin drivers, leveling devices, etc.) As well as office equipment such as personal computer, printers, copy machine, and fax machine. Light truck or car.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Continual walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling, stooping, squatting, and reaching. Work outside and inside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals, loud noises, mechanical and electrical hazards normally associated with carpentry and cabinet shop operations. Occasional work at heights up to 30' above ground. Exposure to slippery and uneven walking surfaces. Frequent district wide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.