

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Assistant Foreman, General Maintenance
Supervisor's Title: Foreman, General Maintenance
Date Prepared: 5/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services _____ **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Assists Foreman in assuring timely and quality work from the General Maintenance mechanics, leadmen and contract services. Assists in ensuring safe working conditions and procedures. Monitors adequacy of parts and equipment inventory. Ensures proper processing of paper work and reports. Maintains continuity of the department in absence of the Foreman.

ESSENTIAL FUNCTIONS

- As directed by the Foreman, supervises and inspects work being performed by the General Maintenance mechanics, leadmen and contract service providers assuring that work is done properly and within a reasonable time frame. Ensures safe working conditions and procedures.
- Assists in the coordination on repairs of maintenance projects with needs and schedules of district and school administrators and project personnel. Coordinates with other trades and School Facilities to complete jobs. Must be able to coordinate mass projects to assist other trades.
- Assists Foreman in making hiring, promotion, retention and disciplinary decisions.
- Provides continuity for department in the absence of the Foreman.
- Assists with processing of paper work and reports.
- Participates in training on safety equipment and hazardous chemicals.
- Assists in maintaining appropriate quantities of parts and equipment to minimize project delays.
- Maintains work orders, invoices, inventories, etc. as directed by the Foreman.

- Oversees and participates in a preventive maintenance program as directed.
- Supervises and monitors the work of leads and assists them in their supervision of journeymen in their responsibility to account and care for district vehicles and assigned tools.
- Assures that leads are following through on area cleanliness and safety.
- Provides trade related input for Capital Outlay and Maintenance project planning and execution.
- Assists in the coordination of Maintenance and Capital Outlay projects under the direction of Foreman.
- Maintains district Time and Attendance reports accounting for employee attendance under the direction of the Foreman.
- Assists in developing several training programs in many trades to assure proper installation and repairs.
- Assists in designing and implementing new programs for easier access and repairs of mechanical equipment.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must have well developed supervisory skills. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Requires basic computer skills. Must be very familiar with the District Classified Negotiated agreements and Board policies that govern classified employment. Must be familiar with District procurement policies. Should have a working knowledge of district time and attendance procedures. Should have a working knowledge of district time and attendance procedures. Must be able to plan work and organize lead workers, materials and equipment for specific projects. Must be able to withstand the pressures of emergencies and develop appropriate solutions. Must be able to read blue prints. Extensive knowledge of building construction and maintenance. Must be able to input and retrieve computer data, use office machines and a variety of hand and power tools. Requires journeyman level knowledge in a major construction trade.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have successfully completed 1 ½ years of full time formal education as required by the district apprentice program or equivalent. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

Must meet minimum requirements of Lead Worker in a relevant trade. In addition, must complete one additional year as a qualified general maintenance worker with demonstrated competence.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assure the timely completion of projects. Assures that each assignment has sufficient tools, materials and supplies. Assists with inventory ordering and issuing. Determines repairs and replacements as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned. Must be able to effectively troubleshoot and diagnose mechanical system failures.

SUPERVISION

Incumbent will generally supervise the entire staff under the direction of the Foreman. On occasion, this staffing will increase to accommodate temporary employees. On special projects, may supervise multiple trades. Incumbent will be responsible to monitor the progress of apprentices that are assigned to ensure that District apprenticeship and training standards are maintained. Incumbent must be able to motivate and encourage subordinates to promote a positive and productive work environment. Makes specific work assignments and monitors performance of assigned employees. Coordinates with contract service vendors and material vendors on projects. Inspections of fan rooms, boiler rooms, lighting, plumbing, etc

WORKING CONDITIONS

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Occasional stress from emergencies and in meeting project deadlines.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.