

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Assistant Foreman, Technology Installation & Repair Department
Supervisor's Title: Foreman, Technology Installation & Repair Department
Date Prepared: 2/99 **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

Provides supervision for all subordinates assigned to the Technology Shop and occasionally employees of other departments assigned to specific trade tasks supervised by the Technology Shop. Assists Foreman is required to expedite the initial installation and upgrades of designated computer networks, the repair of hardware for all computers except the District Main Frame system's, the installation and repair of all phone systems and other systems and equipment as designated by the Associate Director of Maintenance Services. Assists in all aspects of management required to operate the Technology Shop to include, awareness of procedures, policy, personnel requirements, etc. To include procedures for inventory control, personnel attendance records, time and attendance documentation, all phases of purchasing procedures, accounts, and occasionally include personnel disciplinary issues. Assists in all aspects of the trades assigned to the Technology Shop. Must be capable of performing as a Technology Technician, provide guidance and recommendations to fellow subordinates in the performance of their trade.

ESSENTIAL FUNCTIONS

1. Assists Foreman in making hiring, promotion, corrective discipline, retention and disciplinary decisions.
2. Provides continuity for department in the absence of the Foreman.
3. Participates in training on safety equipment and hazardous chemicals.
4. Assists in maintaining appropriate quantities of parts and equipment to minimize project delays.
5. Maintains work orders, invoices, inventories, etc. as directed by the Foreman.
6. Oversees and participates in a preventive maintenance program as directed.

7. 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.
8. Assures that leads are following through on area cleanliness and safety.
9. Provides trade related input for Capital Outlay and Maintenance project planning and execution.
10. Must have a good working knowledge of District Time and Attendance procedures and documentation.
11. Oversees and participates in the installation, maintenance, repair and replacement of computers, telecommunications, peripherals and related equipment.
12. Disassembles and removes equipment as needed.
13. Performs all manufacturers upgrades, recalls and modifications as required.
14. Assists Foreman in allocating and scheduling work assignments to install, maintain, and repair District's telephone systems, data transfer lines and computers.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Requires a good general knowledge and practical theory of electrical, electronic and mechanical theory. Must have a good general knowledge of a variety of electronics related test equipment and specialized tools. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA MSDS and ADA. Must be able to read and understand blue prints, schematics, appropriate manuals and electrical symbols sufficient to complete assigned tasks. Must have the ability to quickly discern between software and hardware related problems and symptoms. Must have a skill in oral and written communications and interpersonal relations. Must have applicable mathematical skills. Must have well developed supervisory 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. Must be able to plan work and organize lead workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have completed 1 ½ years full time equivalency of formal education as prescribed in Granite School District apprenticeship program or equal competency. 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 specified trade. In addition, must complete one additional year as a qualified technician 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 assist in 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.

SUPERVISION

Incumbent will generally oversee the entire staff under the direction of the Foreman. Supervises and assigns work to leads and assists them in their supervision of staff. On occasion, this staffing will increase to accommodate temporary employees. On special projects, may directly supervise multiple trades. Monitors 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 and material vendors on projects.

WORKING CONDITIONS

Work is constant and demanding. Some district emergencies may require 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. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

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