

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Assistant Foreman, Electronics
Supervisor's Title: Foreman
Date Prepared: 4/99 **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

Under the direction of the Foreman, supervises leads and assists them in supervising technicians and others assigned to the Electronics department, and occasionally employees from other departments assigned to specific trade tasks supervised by the Electronics Department. Oversees adherence to approved policies and procedures. Monitors inventory control. Provides continuity for department in the absence of the Foreman. Participates in technician responsibilities as assigned and as time permits.

ESSENTIAL FUNCTIONS

- May be assigned to participate in organizations, committees, and subcommittees on a voluntary basis.
- Assists Foreman in making hiring, promotion, corrective discipline, retention and disciplinary decisions.
- Provides continuity for department in the absence of the Foreman.
- 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.
- Must have a good working knowledge of District Time and Attendance procedures and documentation.
- Must have a good working knowledge of and participate in District procurement procedures.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Requires a thorough, practical, hands on knowledge of electronic theory, technology and associated mechanics. Must be able to use a variety of electronics related test equipment and specialized tools required to perform in the trade. Must be able to read and make needed adjustments to schematics, blue prints and technical manuals (including symbols and codes). Must have the ability to quickly discern between software and hardware related problems and symptoms. Must have basic mathematical skills as they apply to the practical application of electronics. 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 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. 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 two 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

Requires four years of job related and carefully monitored training in the District designed apprenticeship program with demonstrated competence or acceptable equivalent.

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 of equipment as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place.

SUPERVISION

Incumbent will generally oversee the entire staff under the direction of the Foreman and assist leads in the direct supervision of staff on specific projects. 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.

WORKING CONDITIONS

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, cold and high voltage. Incumbent may have 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.