



JOB DESCRIPTION

JOB TITLE: **Maintenance IV – Public Day School Plant Foreman**

Position Type: Classified	Department: Facilities
Salary Schedule: Classified	Reports to: Principal
Salary Range: 24	
Term of Employment: 12 months	Date: October 26, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Supervises large sized staff of maintenance/custodial workers engaged in cleaning rooms, corridors, fixtures and equipment; performing minor maintenance and repair, and maintaining grounds on the elementary campus, calling in District maintenance crew for specific tasks.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Directs, instructs, guides, monitors, schedules and counsels subordinate workers in carrying out a variety of tasks.
- Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement.
- Devises a schedule of work for subordinates on a daily or weekly basis within a work unit.
- Inspects work areas in order to perceive problems or other factors affecting program or work schedule; inspects the entire campus on a routine basis for hazards.
- Performs minor repair tasks on buildings, fixtures and equipment.
- Determines materials and supplies required to fill routine needs of the work unit by examination of need and availability of materials, comparison of alternatives, and calculation of cost and supply priorities.
- Resolves problems and questions presented by subordinate workers regarding work methods and processes.
- Inspects completed work of subordinate.
- Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and action to be taken, making decisions.
- Fills out requisitions in preparation for typing, based on general guidelines and past orders in order to acquire materials and supplies needed in the work unit.
- Examines equipment and supplies purchased or placed in operation.

- Devises a schedule for routine or special work projects, functions or uses of facilities.
- Analyzes and evaluates work procedures, methods and rules for a work unit; makes determinations and establishes these in practice.
- Inspects job sites and notes potential hazards to work unit function; cautions work crews.
- Plans for better use of material in a work unit; examines materials, confers with superiors and staff, analyzes, evaluates, makes determinations.
- Attends staff meetings of work unit; gives and receives information helpful in work unit operation.
- Maintains accurate records regarding hazardous materials and chemicals.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assists with training as requested.

SUPERVISORY RESPONSIBILITIES:

- 1-4 or more non-supervisory staff.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.

- Ability to effectively present information in one-on-one and small group situations.
- Must have basic knowledge of computers.
- Work experience in general upkeep and repair of buildings, building equipment, appliances and grounds care.
- Ability to operate specific equipment or tools.
- Skill in repair and maintenance of a variety of devices, fixtures, equipment and facilities.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid Arizona Drivers License.
- Must not have accrued six (6) points against driver's license within the past three (3) years.
- Must be trained in Non-Violent Crisis Intervention (NVCI).

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED);
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Must be physically able to appropriately restrain students if there is the need for protection of staff, students or property.
- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.