

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Assistant Foreman – Equipment/Welding

**Pay Table:** Support

**Pay Grade:** 13

**FLSA Status:** TBD

**Job Code:** 621

**Reports to:** Equipment/Welding Foreman

### **JOB SUMMARY**

Under the general supervision of the Equipment/Welding Foreman, the Equipment/Grounds/Irrigation Assistant Foreman operates and maintains district vehicles and does welding and metalwork.

### **ESSENTIAL JOB FUNCTIONS**

- Assists the foreman and supervises employees in the foreman's absence.
- Schedules inspections and services for department vehicles.
- Welds all types of metal.
- Repairs skirting.
- Fabricates all types of braces, brackets, and shields.
- Fabricates and installs handrails.
- Constructs, installs, and repairs baseball backstops and soccer goals.
- Repairs flagpoles and chains.
- Repairs lunchroom tables and benches, gymnasium bleachers.
- Installs and repairs basketball standards.
- Installs and repairs fences.
- Cements poles, fences, baskets, backstops, etc.
- Repairs reel mowers and large lawn tractors.
- Operates all types of dump trucks, backhoes, and tractors.
- Operates a snowplow with sander.
- Performs pest and weed control, fertilization, aeration, and tree planting, trimming and removal.
- Maintains sports fields.
- Drives a gas truck and delivers fuel to driver's education cars and other school district vehicles; fills school gas cans.
- Changes and repairs tires.
- Wires lights on tractors and trailers.
- Trains summer workers to operate school district lawn tractors and other equipment.
- Delivers machines to other schools.

- Tears down, transports and sets up portables.
- Maintains Time Out Booths.

### **MINIMUM REQUIREMENTS**

- Four (4) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Commercial driver's license.
- Pesticide certification.
- Some technical training preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write, and perform basic mathematical functions.
- Knowledge of electrical, mechanical and hydraulic systems.
- Knowledge of welding and metals.
- Ability to maintain and repair engines and small, medium and heavy equipment.
- Ability to operate all necessary machinery.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to use small office equipment and computers.
- Ability to supervise employees using or repairing heavy or complex machinery.
- Ability to prepare and/or process purchase orders.
- Ability to maintain inventory and property.
- Ability to manage or administer grant funds.

### **PHYSICAL DEMANDS**

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a safe, but dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*