

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: Asst. Foreman – Motors/Refrigeration
Pay Table: Support
Pay Grade: 13
FLSA Status:
Job Code: 625
Reports to: Refrigeration/Kitchen Equipment/Appliances Foreman

JOB SUMMARY

Under the supervision of the Refrigeration/Kitchen Equipment/Appliance Foreman, the Refrigeration/Kitchen Equipment/Appliances Assistant Foreman troubleshoots, services, installs, maintains, and repairs pumps, kitchen equipment, washers and dryers, custodial equipment, fans, electric motors, refrigeration units, walk-in coolers/freezers and other equipment as assigned.

ESSENTIAL JOB FUNCTIONS

- Supervises department staff.
- Assists with emergencies in the absence of the Foreman.
- Installs, maintains, and repairs refrigeration units, including refrigerators, freezers, milk coolers, ice machines, and refrigerated water fountains.
- Performs preventative maintenance.
- Maintains inventories of shop supplies.
- Orders parts for jobs.
- Repairs all types and brands of commercial and residential kitchen equipment (e.g., natural gas and electric ovens, microwave ovens, ranges, steam cookers, steam kettles, slicers, mixers, dishwashers, steam tables, disposals). Installs and maintains safety features, ensuring equipment safety.
- Repairs custodial equipment (e.g., vacuums, carpet extractors, buffers, shampooers, hall vacuums).
- Inspects and conducts tests on equipment (electrical, mechanical, pressure, water flow, etc.).
- May be required to assist with off-hour emergency repairs.

MINIMUM REQUIREMENTS

- Completion of formal apprenticeship program (or equivalent) preferred.
- Four (4) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

- Driver's license.
- Freon certification required within three months of date of hire.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical functions.
- Ability to repair all types and brands of commercial and residential kitchen equipment (e.g., convection ovens, stoves, convection steamers, dishwashers).
- Ability to repair vacuums, buffers and other custodial equipment.
- Ability to use construction tools and equipment.
- Knowledge of material safety data sheets (MSDS) preferred.
- General knowledge of mechanical and electrical systems. Ability to understand and learn new systems and equipment.
- Knowledge of gas appliance safety.
- Knowledge of electronic test equipment usage.
- Ability to read blueprints, schematics, drawings.
- Ability to work with personal computers and small office equipment.
- Ability to install, troubleshoot, maintain, and repair electric motors, fans, and refrigeration units.
- Ability to use and recover Freon properly.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, crouching, repetitive motion, speaking, stooping, talking and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

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