

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: Foreman – Electrical
Pay Table: Support
Pay Grade: 17
FLSA Status: TBD
Job Code: 603
Reports to: Maintenance Coordinator

JOB SUMMARY

Under the direction of the Maintenance Coordinator, the Foreman – Electrical has responsibility for planning new installation projects, maintaining electrical systems and repairing or replacing electrical equipment throughout the district.

ESSENTIAL JOB FUNCTIONS

- Plans new installation and remodel projects.
- Reviews job sheets and assigns work.
- Prices and checks work requests.
- Supervises department employees.
- Completes employee evaluations and performance reviews.
- Performs responsible duties for all district electrical maintenance, including lighting, power systems, generators, fire alarms, bleachers, starters, motors, kitchen equipment, overhead door controls, sprinkler clocks and controls, scoreboards, basketball backboard controls, auditorium dimmer controls, air conditioning and heating systems, boilers, and frequency drives.
- Performs electrical job inspections and ensures work is completed according to local codes and requirements.
- Designs and engineers small capital outlay electrical jobs.
- Prices and orders materials for major projects.
- Coordinates jobs with school personnel.
- Files weekly reports.
- Responds to emergencies after normal business hours.

MINIMUM REQUIREMENTS

- Four (4) year journeyman apprenticeship and certificate required.
- Seven (7) to ten (10) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience, five (5) of which were supervisory.

- Journeyman Electrician License and/or Master Electrician training.
- Management training.
- Commercial Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, and perform basic mathematical functions.
- Knowledge of construction electrical work.
- Knowledge of energy management.
- Knowledge of fire alarm systems.
- Ability to read and understand schematic diagrams.
- Communication and supervisory skills.
- Ability to operate computer.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 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, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a 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.