

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 – Electronics
Pay Table: Support
Pay Grade: 17
FLSA Status: TBD
Job Code: 616
Reports to: Utilities Services Coordinator

JOB SUMMARY

Under the direction of the Utilities Services coordinator, the electronics foreman supervises data wiring technicians and coordinates work assignments, installs and repairs electronic equipment and systems, and completes departmental records.

ESSENTIAL JOB FUNCTIONS

- Supervises department employees and makes job assignments.
- Evaluates new jobs and performs job inspections.
- Orders equipment, parts and supplies needed to complete jobs.
- Completes daily trips sheets and weekly summary reports.
- Installs and repairs intercom systems, telephone systems, auditorium sound systems, sports-related sound systems, driver training broadcast systems, etc.
- Installs and repairs bell clocks.
- Installs and troubleshoots televisions, projectors, and video-related equipment.
- Installs and repairs classroom voice enhancement systems.

MINIMUM REQUIREMENTS

- Two-year technical degree desirable.
- Five (5) years of recent experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience, two (2) of which were supervisory.
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, and perform basic mathematical functions.
- Working knowledge of electronics (sound systems, bells and intercom systems, data wiring).

- Knowledge of electrical wiring code.
- Ability to troubleshoot, repair and maintain electronic systems.
- Ability to read schematics, blueprints, equipment manuals, etc.
- Ability to run conduit and other electronic procedures.
- Ability to supervise and motivate department employees.
- Ability to operate standard electronics equipment.
- Ability to prepare and process purchase orders.
- Ability to maintain inventory and property.
- Ability to use or repair small and medium equipment and machinery.

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, 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 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.