

## 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 – Equipment Repair

**Pay Table:** Support

**Pay Grade:** 17

**FLSA Status:**

**Job Code:** 612

**Reports to:** Maintenance Coordinator

### **JOB SUMMARY**

Under the general supervision of the Maintenance Coordinator, the Foreman – Equipment Repair supervises the servicing, maintenance, diagnosis, and repair of maintenance equipment.

### **ESSENTIAL JOB FUNCTIONS**

- Reviews and assists with prioritization of job sheets and maintenance work requests.
- Assigns work schedules and daily tasks to department employees.
- Inspects job site work, assists crews with problems, supervises projects to completion.
- Prepares plans for repair of equipment and special projects.
- Orders material, computing quantities needed and scheduling deliveries to job sites.
- Designs some of the District systems and purchases required materials.
- Procures bids and specs for equipment and repairs.
- Orders replacement parts for maintenance and custodial equipment.
- Communicates project requirements with other maintenance departments.
- Supervises inventory, maintenance, and repair of grounds equipment and large scale gas and diesel equipment.
- Schedules pickup and repair of equipment.
- Demonstrates and evaluates equipment (aerators, seeders, etc.), writes up specifications, obtains bids and makes recommendations on purchase.
- Provides basic skill and safety training to crews.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- Four (4) years of progressively responsible landscape and grounds maintenance experience or an equivalent combination of education and experience.
- Commercial driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical functions.
- Drafting training and experience.
- Mechanical skills.
- Ability to operate computer.
- Knowledge of broad range of equipment maintenance and repair.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to prepare purchase orders and make budget recommendations.
- Ability to manage inventory and property.
- Ability to use or repair small, medium and heavy equipment.

**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: 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 and others.

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