

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 – Paint/Glass
Pay Table: Support
Pay Grade: 17
FLSA Status: TBD
Job Code: 605
Reports to: Maintenance Coordinator

JOB SUMMARY

Under the very general supervision of the Maintenance Coordinator, the Foreman – Paint/Glass schedules, assigns and oversees paint and glass projects throughout the district; supervises employees; and completes department paperwork.

ESSENTIAL JOB FUNCTIONS

- Collects and reviews job sheets, timecards and work requests.
- Checks, schedules, and assigns jobs to be done.
- Supervises department employees and ensures satisfactory completion of jobs.
- Purchases supplies, materials and equipment.
- Schedules and coordinates (colors and designs) paint and glass projects with principals/administrators.
- Meets with vendors to review products.
- Processes material orders and files purchase order numbers.
- Evaluates types of materials and applications.
- Troubleshoots and performs minor maintenance on paint equipment.
- Collects and reviews time cards.
- Does some asbestos removal.
- Installs and repairs blinds.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Completion of formal apprenticeship preferred.
- Five (5) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Journeyman certificate preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Knowledge of painting techniques and various types of paint. Must also be familiar with different types of wood appropriate finishes.
- Ability to match and tint paint.
- Ability to operate personal computer.
- Knowledge of glass cutting techniques.
- Knowledge of standards and regulations (e.g. glass codes, storage and transportation regulations, etc.).
- Ability to read and understand parking lot lay outs and blueprints.
- Ability to work with budgets.
- Ability to supervise and motivate employees.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to use or repair small and medium equipment and machinery.
- Ability to create plans for and guide implementation of major construction projects.
- Ability to accept payments and prepare purchase orders.
- Ability to manage inventory and property.

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 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.