

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 SCO/Masonry
Pay Table:	Support
Pay Grade:	17
FLSA Status:	TBD
Job Code:	613
Reports to:	Architectural Division Maintenance Coordinator

JOB SUMMARY

Under the general supervision of the Architectural division maintenance coordinator, the SCO/Masonry foreman supervises and assists with the construction, remodeling, and repair of district facilities, as well as scheduling subcontractors and ordering materials for those projects.

ESSENTIAL JOB FUNCTIONS

- Oversees building projects.
- Contacts, schedules, and works with subcontractors.
- Orders and prices materials.
- Supervises employees.
- Completes work orders.
- Frames construction projects.
- Pours all types of concrete and lays blocks.
- Installs tile.
- Assists carpenters in building metal landings and ramps.
- Installs and tapes sheetrock.
- Installs door hardware and frames.
- Installs drop ceilings and ceiling tile.
- Installs heat ducts and heating units.
- Installs restroom partitions and lockers.
- Demolishes buildings.
- Builds and installs some cabinets.
- Does asbestos removal.
- Assists with snow removal using truck and snowplow as required.
- Attends meetings.
- Oversees inventory.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Completion of formal apprenticeship preferred.
- Five (5) years of experience related to the above tasks, knowledges, skills and abilities or an equivalent combination of education and experience.
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical functions.
- Knowledge of construction methods.
- Basic computer skills.
- Ability to operate trucks, snowplows and forklifts.
- Ability to supervise and work with people.
- Knowledge of material safety data sheets (MSDS).
- Ability to use small office equipment.
- Ability to use or repair small, medium and heavy equipment and machinery.
- Ability to prepare and/or process purchase orders.
- Ability to maintain 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 an environment with heavy equipment and machinery that could result in bodily harm to my co-workers or others.

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