

Job Title: Crafts Foreman

Reports to: Director of Maintenance

Dept./School: Maintenance

Primary Purpose:

Organize and direct maintenance and repair services for all district facilities. Assist director of maintenance to maintain the physical school plant in a condition of operating excellence so that it may be fully used at all times.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas driver's license

Special Knowledge/Skills:

Specific knowledge of one craft used in building repair and maintenance including carpentry; electrical repair; heating, ventilation, and air conditioning; painting; or plumbing
General knowledge of other crafts used in building repair and maintenance
Ability to manage personnel
Ability to read blueprints and schematics
Effective planning and organizational skills

Experience:

Five years experience in one craft field
Two years supervisory experience

Major Responsibilities and Duties:

Facilities Maintenance and Repair

1. Assign priority to maintenance work orders and process them.
2. Estimate cost of repair projects including labor, materials, and other related costs.
3. Assign all repairs to craft personnel and oversee completion.
4. Initiate contract repair when work cannot be performed by district staff.
5. Perform repairs and assist skilled workers to complete repairs as needed.
6. Work cooperatively with principals and facilities managers to schedule and complete repairs.

Inspection

7. Inspect all district buildings and facilities and initiate repairs as needed.
8. Conduct on-site inspection of repair projects.
9. Monitor and inspect contract work.

Safety

10. Provide training and orientation to all skilled workers in safety procedures and proper use of tools and equipment.
11. Operate tools and equipment according to established safety procedures.
12. Ensure that equipment is in safe operating condition.
13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment

15. Prepare, implement, and maintain preventive maintenance schedules for maintenance and repair of tools and equipment.
16. Order tools, equipment, and supplies and maintain accurate records.
17. Recommend replacement of existing equipment.
18. Conduct annual inventory of physical equipment and supplies.

Other

19. Work irregular hours and respond to after-hours emergency calls as needed.
20. Assist in the preparation of department budget.
21. Assist in recruiting, screening, selection, training, and evaluation of maintenance employees.
22. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Supervisory Responsibilities:

Supervise and evaluate the work of skilled maintenance workers, including carpenter, electrician, HVAC technician, painter, and plumber.

Equipment Used:

Hand and power tools, measuring devices, propane torch, forklift, trencher, backhoe. Light truck or van.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Ability to operate hand, power, and bench tools. Work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces; on ladders, and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, and excessive noises. Frequent districtwide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____