



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** FACILITIES MAINTENANCE, FOREPERSON  
**REPORTS TO:** Maintenance & Operations Officer **SITE:** District Office - M&O  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 12 Month  
**SALARY:** Range 257 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** October 23, 2014

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### JOB SUMMARY:

Under general supervision by Maintenance and Operations Officer, perform journey level work in the servicing, adjusting, and repair of all types of heating and ventilating equipment, control systems, boiler systems, air circulating systems, plumbing systems and refrigeration equipment; train new workers, assign tasks, and oversee completion of mechanical work in a lead capacity; participate in evaluating the performance of Mechanical Workers; assist in planning work projects; and perform **other** related duties as assigned.

### CLASS CHARACTERISTICS:

Position in this class has lead responsibility for assigning work tasks to a work crew, inspecting completed work, and training new workers. In addition, lead worker is expected to perform the full range of duties assigned to Facilities Maintenance Technician. Employee in this class is expected to use initiative to set work priorities, schedule tasks, and respond to special requests for mechanical repair services.

### ESSENTIAL FUNCTIONS:

1. Inspect low pressure hydronic and steam systems, check and adjust controls, valves, safeties, and water levels, make repairs and adjustments.
2. Inspect, modify and repair ventilating systems to ensure proper air flows room temperatures; remove, clean and/or replace HVAC air filters when needed for troubleshooting.
3. Service fans, compressors (air and refrigeration), pumps by lubricating, and cleaning as needed; diagnose and repair pneumatic heating control systems, refrigeration systems and various types of space heating and cooling systems.
4. Diagnose and troubleshoot EMS controls, repair electronic actuators, economizers, and VAV systems.
5. Diagnose and repair VFD'S and advanced motor control systems.
6. Assess mechanical repair jobs and determine if they can be performed by District maintenance staff or outside vendors. Contact contractors and related vendors to obtain required quotes for services/repairs.
7. Report and estimate costs of related mechanical repairs and services needed for maintaining District equipment to the District Maintenance and Operations Officer and school site management.
8. Lead a crew of Facilities Maintenance Technician and other crafts workers as required; prioritize and assign tasks; inspect work upon completion; train and instruct new employees in proper repair procedures on the related equipment; work on the most complex mechanical repair jobs; ensure daily work assignments and special projects are completed satisfactorily.
9. Communicate with school site staff to review work plans, assess priorities, and resolve minor employee relations problems involving mechanical workers.
10. Maintain, including minor modification to, existing duct work.
11. Work with the District Maintenance Officer to maintain a comprehensible equipment list for each school site.
12. Work with site maintenance personnel on the proper procedures and safety practices with servicing equipment.
13. Perform plumbing repairs and installations that cannot be completed within the skillsets of the site Facility Engineer.

14. Install, service, and maintain HVACR equipment as determined within the trade and code compliance/regulations authority.
15. Monitor, adjust and service advanced building system controls eg: EMS systems, VAV systems and environmentally controlled areas.
16. Use Personal Protection Equipment (PPE) to the scope of work being performed.
17. Completion of associated paperwork related to projects to ensure the District is in compliance.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**QUALIFICATIONS:**

**EDUCATION/TRAINING EXPERIENCE:**

- High school diploma or equivalent plus completion of an accredited apprenticeship program in the mechanical trades.
- Four (4) years of journey level experience in the mechanical trades.
- Maintain and hold a valid EPA Universal Refrigerant License.
- Maintain and hold a valid HVAC-R Technician Certification.

**KNOWLEDGE OF:**

- Methods, procedures, materials and equipment used in the mechanical trades.
- Electronics including digitally controlled gauges, thermostats, and motors.
- Advanced level wiring methods and techniques.
- Methods and procedures to troubleshoot and diagnose mechanical equipment failures.
- Work hazards and safety practices including OSHA regulations associated with the mechanical trade.
- General principles of employee supervisor.
- District's online work order system (School Dude).
- EMS function and controls.
- Knowledge of UPC, NFPA, CAL/OSHA pertaining to the mechanical trades.

**EXPERIENCED WITH:**

- Interpret and work from sketches, drawings, and blueprints and schematics.
- Troubleshoot and diagnose mechanical and other defects in equipment.
- Operate, adjust and repair boilers, heating controls, air distribution, and heating systems.
- Recondition and or/install new parts of a variety of complex mechanical equipment.
- Set work priorities and work independently.
- Speak, read and write in English.
- Evaluate situations and use good judgement in taking action.
- Demonstrate proper work methods and evaluate work performance.
- Manage several tasks simultaneously.
- Respond appropriately to work requests placed by school site administrators.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Maintain routine records related to work performed.

- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Attend required trainings and pass tests if provided.
- Work on ladders, lifts, roofs, and scaffolds.

**WORKING CONDITIONS:**

**ENVIRONMENT/HAZARDS:**

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Working around and with machinery having moving parts.
- Hazardous chemicals.
- Working in a cramped or restrictive work chamber.
- Working at various heights.
- Exposure to lubricants, fumes and other agents associated with HVAC-R; compressed gases, hydraulic and air power sources; equipment temperatures extremes.
- The District provides OSHA regulated safety training as needed.

**PHYSICAL DEMANDS:**

- Ability to read blueprints, tape measures, and other printed materials.
- Ability to hear conversation and to hear sound from machines and equipment.
- Ability to speak and hear sufficiently to receive instructions and relay information.
- Ability to reach overhead above the shoulders and horizontally, agility to walk, bend at the waist, kneel or crouch, stoop, climb on ladders, and to crawl in small places.
- Ability to lift, carry, push and pull objects and equipment weighing up to 50 lbs., and move up to 100 lbs., using a dolly or hand truck.

**LICENSE AND OTHER REQUIREMENTS:**

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.