

**40.00**

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**MAINTENANCE FOREMAN**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Possess a working knowledge of trades and tools to perform duties.
- (3) Experience in reading plans, blueprints and schematics.
- (4) Two (2) years experience in field of maintenance.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Maintenance skills and knowledge to effectively supervise skilled craftsmen. Ability to organize employees. Knowledge of equipment and safe operation. Knowledge in supervising personnel and budget preparation. Knowledge of Florida school law, codes and regulations as they relate to maintenance. HVAC experience and knowledge preferred, but not required.

**REPORTS TO:**

Director of Facilities, Maintenance & Property Control

**JOB GOAL**

To coordinate maintenance employees so as to effectively maintain facilities, and to keep accurate inventory records to facilitate ordering and budgeting.

**SUPERVISES:**

Maintenance Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Keep all hand and power equipment in useful and safe status.
- \* (2) Read blueprints, schematics and drawings to determine that construction has been done accurately.
- \* (3) Assign and supervise tasks to employees.
- \* (4) Carry out work order details.
- (5) Supervise the maintenance shop's cost accounting and inventory procedures.
- (6) Participate in the annual health and safety inspection.
- \* (7) Evaluate maintenance employees in accordance with Board policy.
- (8) Use effective oral and written communication.
- \* (9) Maintain a running inventory of all tools, equipment, supplies and materials.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

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**FOREMAN, MAINTENANCE** (Continued)

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\* Essential Performance Responsibilities

**Job Description Supplement Code 8**

**Rev. 10/01**