

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

MAINTENANCE ASSISTANT FOREMAN

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Valid Florida driver's license with good driving record.
- (3) Experience in refrigeration repair, carpentry, electrical repair and plumbing repair.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in many areas of maintenance, *e.g.*, plumbing, carpentry and concrete. Knowledge of and ability to operate tools and equipment related to the position. Ability to interact with other trades and assist them. Knowledge of safety codes and state laws concerning maintenance requirements. Knowledge of occupational hazards and safety precautions. Ability to maintain records. Ability to read, speak and write the English language. Ability to work on a ladder. Ability to perform managerial duties in the absence of the Maintenance Foreman.

REPORTS TO:

Maintenance Foreman

JOB GOAL

To assist in maintaining the physical facilities of the district in a safe and healthy manner for all students and staff. To perform managerial duties in the absence of Maintenance Foreman.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Assist other trades within school maintenance.
- *(2) Perform a variety of maintenance tasks.
- *(3) Repair electrical fixtures, apparatus and control equipment.
- *(4) Assemble, install and repair valves, pipes, fittings and fixtures of heating, water and drainage systems.
- *(5) Install and repair plumbing fixtures.
- *(6) Repair and maintain plumbing fixtures.
- *(7) Install and repair whiteboards, doors, shelving, desks and windows.
- *(8) Maintain refrigeration units.
- *(9) Safely and effectively operate large vehicles, *e.g.*, trucks and tractors.
- *(10) Order supplies from warehouse as needed.
- *(11) Generate and sign work orders.
- *(12) Perform regularly scheduled ground maintenance for schools.
- *(13) Change air conditioning filters regularly.

- * (14) Change air conditioning belts and inspect units regularly.
- * (15) Demonstrate initiative in the performance of assigned responsibilities

Employee Qualities/Responsibilities

- * (16) Meet and deal effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (17) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (18) Ensure adherence to good safety standards.
- * (19) Maintain confidentiality regarding school/workplace matters.
- * (20) Model and maintain high ethical standards.
- * (21) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (23) Interface with other trades, teachers and administrators.
- * (24) Exercise service orientation when working with others.
- * (25) Keep supervisor informed of potential problems or unusual events.
- * (26) Use effective, positive interpersonal communication skills.
- * (27) Respond to inquiries and concerns in a timely manner.
- * (28) Serve on school/district committees as required or appropriate.

System Support

- * (29) Exhibit interpersonal skills to work as an effective team member.
- * (30) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (31) Demonstrate support for the school district and its goals and priorities.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (33) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (34) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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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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.

Board approved: May 8, 2012