

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

DIVISION FOREMAN

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Eight (8) years of experience in specified trade of which three (3) years were in a supervisory capacity.
- Class "D" or "E" driver's license required upon start date.
- Ability to read and comprehend construction drawings and specifications.
- Ability to physically perform responsibilities listed below.
- Knowledge of technology as related to specific job functions.

REPORTS TO Division Supervisor

SUPERVISES No supervisory duties

POSITION GOAL

To ensure that the District's facilities are maintained and repaired in a manner as District needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. * Coordinate the utilization of supplies, equipment and personnel in conjunction with work orders.
2. * Evaluate and implement techniques, equipment and procedures for the improvement of services.
3. * Perform estimating and planning of maintenance and construction projects.
4. * Oversee and manage the maintenance and repair of all tools and equipment in the division.
5. * Assist in establishing preventative maintenance programs for equipment and facilities throughout the District.
6. * Direct resources and coordinate the work performed by Division personnel.
7. * Plan, schedule and convene various training classes to Division staff on technical and safety topics pertaining to the Division.
8. * Provide input to the Division Supervisor in the completion and evaluation of performance appraisal of Division personnel.
9. * Review for accuracy, productivity and resource use efficiency documented labor hours and materials expended on assigned tasks, reporting deficiencies to Division Supervisor.
10. * Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
11. * Perform annual safety and casualty inspections of facilities.
12. * Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts.
13. * Assist in the design and specification of materials for projects and verifying the performance of work completed under construction and service contracts.
14. * Have an in depth knowledge of State Statutes State Requirements for Educational Facilities regulations dealing with construction and maintenance.
15. Perform other duties as assigned by the Division Supervisor.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	2 Heavy Work	April 8, 1997
D-09 \$39,748 - \$70,587	Personnel Category	3 A through V	
M-12 D-258 H-2064	EEO-5 Line	4 C / E - J	
	Multiple	Function	
	18	Vary	
		Survey Code	81014
	52	Job Code	1638