

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: MAINTENANCE FOREMAN

SALARY: RANGE 44 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations, and Transportation, oversee, inspect, expedite, lead, and participate in a variety of basic and advanced skilled activities in the maintenance and repair of assigned facilities, utilities, and equipment including tasks in carpentry, low voltage electronics, electrical work, locksmithing, heating, ventilation and air conditioning (HVAC), construction, plumbing, and painting; train and provide work direction and guidance to assigned personnel; responsible for planning, scheduling, assigning, estimating, coordinating, and prioritizing work orders; ensure all assignments are completed in a safe, proper, and timely manner.

DISTINGUISHING CHARACTERISTICS:

Maintenance Foreman oversees Craftworkers I and II and performs a variety of standard and advanced maintenance duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

As a team leader, oversee, and participate with assigned personnel in standard and advanced maintenance activities for the maintenance and repair of District facilities, utilities, and equipment.

Assist in determining priority of work orders, planning, scheduling work, and recordkeeping; inspect, lead, and ensure on-site quality control and safety of work in progress.

Coordinate work orders with other departments and sites in relation to work priorities, job scheduling, work simplification, and job costs; assist in scheduling preventative maintenance of systems and equipment.

Initiate work order for work, which may include preparing scope of work specifications, job documents, and required invoices and sketches.

Assist in arranging work schedules for emergency, routine, and periodic maintenance of District facilities, utilities, and equipment; assist in interviewing and selecting maintenance personnel.

Train new personnel as assigned and provide work direction and guidance to assigned personnel; arrange employee schedules and assign daily duties to assigned personnel.

Perform a variety of basic and advanced skilled activities in the maintenance and repair of designated facilities, utilities and equipment including tasks in carpentry, low voltage electronics, electrical work, locksmithing, HVAC, construction, plumbing and painting; receive, prioritize and respond to work orders in a timely and efficient manner.

Repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters and furniture; repair and replace hardware; repair floors, walls, ceilings, roofs and windows; repair and install locks and security devices; repair wall board, stucco and sheetrock as needed.

Perform basic and advanced skilled locksmith work in the installation, maintenance, repair and alteration of locks on doors and cabinets; maintain organizational master key systems as required; re-key plugs and locks as needed.

Inspect, repair, install, test, maintain and replace a variety of low voltage electronic devices, equipment and systems such as conduit, cabling, wiring and intrusion and fire alarm, communication, intercom and clock systems; ensure compliance with building codes applicable to electronics.

Perform troubleshooting and repair to electrical fixtures, equipment, systems and other installations; replace light fixtures, ballasts, switches, fuses, plugs, cabling and other electrical accessories; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts.

Perform a variety of basic and advanced skilled plumbing duties in the maintenance and repair of faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, pumps and other fittings and fixtures; inspect and repair leaks, obstructions and general system failures.

Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary; change furnace filters, check belts and motors as required; maintain boilers and chillers as required.

Perform regular safety checks of facilities to ensure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required; repair vandalism and remove graffiti.

Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and pallet jacks; assemble, move and arrange various furniture and equipment as directed; load and unload equipment and supplies.

Prepare surfaces for painting; apply paint or other protective or decorative material on a variety of surfaces; paint over graffiti as needed; operate a brush, roller or spray gun to apply a variety of surface coverings to various surfaces; clean brushes, tools and other equipment; repair and install floor coverings including carpet, tile and other surfaces; install and repaint ceiling tiles as required.

Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects.

Monitor inventory levels of maintenance supplies and equipment; order, receive, and maintain appropriate inventory levels of supplies and equipment.

Maintain various records related to safety, expenses, work orders, project status, and assigned activities.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components; assist with the completion of maintenance and operations functions.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Principals of training and providing work direction.
- ▶ Principles, methods, and techniques of organization and leadership.
- ▶ Specific knowledge of one craft used in building repair and maintenance, including carpentry, electrical repair, HVAC, painting, plumbing, or landscaping; basic knowledge of other crafts used in building repair, operations, and maintenance.
- ▶ Legal mandates, policies, regulations, and guidelines pertaining to the maintenance, repair, construction, and safety of school facilities, grounds, and equipment.
- ▶ Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, low voltage electronics, locksmithing, HVAC, carpentry, plumbing and painting.
- ▶ Applicable building codes, ordinances, fire regulations and safety precautions.
- ▶ Technical aspects of the building maintenance trades.
- ▶ Requirements of maintaining facilities, utilities and equipment in good repair.
- ▶ Proper methods of storing equipment, materials and supplies.
- ▶ Preventive maintenance principles and practices.
- ▶ Shop math applicable to the building trades.
- ▶ Health and safety regulations.
- ▶ Proper lifting techniques.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.

ABILITY TO:

- ▶ Effectively lead other Craftworkers in daily work.
- ▶ Perform a variety of basic and advanced skilled activities in the maintenance and repair of facilities, utilities and equipment including tasks in carpentry, electrical work, low voltage electronics, locksmithing, HVAC, construction, plumbing and painting.
- ▶ Operate a wide variety of hand and power tools and equipment related to the building trades.
- ▶ Receive, prioritize and respond to work orders in a timely and efficient manner.
- ▶ Inspect, diagnose, maintain, repair or replace a variety of parts and equipment.
- ▶ Work from sketches, diagrams, blueprints, plans and specifications.
- ▶ Interpret, apply, and explain applicable building codes, ordinances, fire regulations, and safety precautions.
- ▶ Analyze situations accurately and adopt an effective course of action; organize and lay out work; estimate material and supply needs.
- ▶ Assemble, organize, and prepare data for records and reports; prepare and maintain a variety of reports, records, and files related to safety, preventive maintenance and work performed.

- ▶ Complete work with many interruptions; work effectively with limited supervision; meet schedules and time lines.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Operate standard office equipment including a computer and assigned software; type or input data at an acceptable rate of speed.
- ▶ Observe legal and defensive driving practices; observe health and safety regulations.
- ▶ Answer telephones and greet the public courteously.
- ▶ Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by advanced training and/or coursework in building maintenance or a related field, maintenance planning, maintenance scheduling, and estimating maintenance projects and three years of experience in the maintenance trades, including the installation, service, repair, or maintenance of mechanical, instructional, or classroom equipment and the repair of buildings.

OTHER REQUIREMENTS:

- ▶ Valid California Driver's License (C Class).
- ▶ Valid Class A or B is highly desirable.
- ▶ DMV Pull authorization for NUSD.
- ▶ Department of Justice Fingerprint Clearance.
- ▶ TB Clearance.

WORKING CONDITIONS:**ENVIRONMENT:**

- ▶ Indoor and outdoor work environment.
- ▶ Seasonal heat and cold or adverse weather conditions.
- ▶ Regular exposure to fumes, dust, dirt, oil/grease, and odors.
- ▶ Exposure to hazardous materials.
- ▶ Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a variety of tools and equipment.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Seeing to read a variety of materials and perform maintenance duties.
- ▶ Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- ▶ Reaching overhead, above the shoulders, and horizontally.
- ▶ Bending, crouching, kneeling, and stooping.
- ▶ Walking or standing for extended periods of time.
- ▶ Climbing ladders and working at heights.
- ▶ Heavy physical labor.

POTENTIAL HAZARDS:

- ▶ Working around and with machinery having moving parts.
- ▶ Flying debris or nails.
- ▶ Exposure to fumes from paints and solvents.
- ▶ Working at heights.
- ▶ Driving a vehicle during adverse weather conditions.

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.***