

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Assistant Foreman Maintenance **Department:** Maintenance

Grade I
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: August 2007

Reports To: General Foreman
Maintenance

Purpose of Job

The purpose of this job is to assist in the supervision and coordination the day-to-day activities of workers engaged in the maintenance of all school system buildings and equipment. Duties include, but not limited to: supervising and assisting staff, preparing documentation, prioritizing work orders, approving methods of maintenance and performing additional tasks as assigned by the General Foreman and Maintenance Manager.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions. Takes over responsibilities of the general foreman in his/her absence.

Assists the general foreman in the enforcement of rules, regulating codes and standards for the safety of occupants in the school and administrative buildings as they relate to life safety; assists in establishing, administering and enforcing energy conservation and management programs.

Assist in on-site inspections of new schools and renovation jobs; plans material utilization; evaluates employees; ensures that personnel have necessary tools and equipment to complete their mission.

Prepares required documentation, including, but not limited to: attendance records, work orders, job cost estimates, fuel usage sheets and vacation requests; complies reports of costs; requisitions tools, equipment and supplies.

Oversees the repair, lubrication and cleaning of boiler/chiller equipment, HVAC equipment, installation and repair of electrical and electronic equipment, and all structural, grounds, and plumbing repairs. Assists in all aspects of maintenance operations necessary to complete assignment.

Inspects each building on a regular basis; confers with the General Foreman and Maintenance Manager regarding findings.

Prioritizes work assignments based on man-hours and time frame requirements; ensures work orders flow in an orderly fashion.

Provides technical and mechanical assistance, on an as needed basis to ensure the timely and professional completion of projects. Assist in organizing and directing in-house training of all maintenance personnel.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma or (GED) and vocational or technical school training required, with three to five years of maintenance experience and two years of supervisory experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's license required. Must be able to obtain and maintain a universal refrigeration certification for use and recovery of refrigerants required by the Environmental Protection Agency. Gas and electrical license not required by is desired.

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the School System and maintenance practices as they pertain to the performance of duties relating to the job of Assistant Foreman Maintenance. Has thorough knowledge of maintenance practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with co-workers, supervisors, and members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in training co-workers including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the

terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of hand and table tools etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds force frequently. Physical demand requirements are at levels of those for medium to heavy work. Must be able to lift and/or carry weight of over one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability with the before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Assistant Foreman Maintenance, including reading and utilizing Blueprints, schematics, electrical, pneumatic and refrigerant circuits.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with test equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using test equipment

MANUAL DEXTERITY: Requires the ability to handle a variety of items, test equipment, control knobs, switches, etc. Must have ability to use one hand for twisting or turning motion

while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination. Must be able to perform duties in suspended areas in excess of 35 feet.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing- perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date