

Maintenance Foreman - Painting, Flooring, and Carpeting

Purpose Statement

The job of Maintenance Foreman - Painting, Flooring, and Carpeting is done for the purpose/s of maintaining painting, flooring and carpeting to provide comfort, sanitation and safety within facilities; determining repairs that can be accomplished by district staff or need to be referred to a contractor; meeting appropriate trade related accessibility codes for students, staff and the public; meeting other building safety and health codes; ensuring adequate materials are available for timely completion of job functions; assisting other skilled trades; and provide guidance while directing assigned workers.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Supervisor

Essential Functions

- Applies finishes to completed projects (e.g. stains, paints, polyurethane, etc.) for the purpose of protecting the wood of finished projects.
- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects and/or preparing bid specifications.
- Inspects facilities, for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares reports (e.g. invoices, bills, bids, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prioritizes and organizes work for the purpose of ensuring that there are workers and materials on the project site when needed and work is completed in a timely manner.
- Removes graffiti (e.g. cleaning walls, etc.) for the purpose of minimizing vandalism and maintaining attractive facilities.
- Repairs various items, systems and/or components (e.g. furniture, cabinets, sheet rock, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Supervises personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the trades; handling hazardous materials; planning and managing projects; preparing and maintaining accurate records; operating a computer and using pertinent software applications; and operates light equipment not requiring a drivers licenses to perform job functions.; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; types and varieties of paints and finishes available; and knowledge of which type of finish is best for each particular job; and methods, techniques, materials, tools used in carpentry installation, maintenance, and repair.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing supervision and guidance while communicating with diverse groups; adapting to changing work priorities; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Certificates

Valid Driver's License/Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt