

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6242
Pay Grade: D11

FLSA: Non-Exempt

CARPET & EQUIPMENT MAINTENANCE FOREMAN - NIGHTS

MAJOR FUNCTION:

Performs responsible lead work in directing accomplishment of assignments regarding Carpet Maintenance Department. Leads and trains Carpet and Equipment Maintenance Technicians in carpet maintenance and floor care equipment repair and Carpet Installation Technician in floor care equipment repair and has responsibility for completion of assigned tasks. Assumes the responsibilities of the departmental functions during supervisor's absence. Exercises independent judgment and works under general direction. Work is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Leads and trains department personnel; may participate in tasks and is responsible for completion of all assigned projects and proper methods and materials used in same; exercises independent judgment and makes decisions within the scope of specific assignments.
- Performs necessary logistical activities to assure equipment, supplies and manpower are available to complete assigned tasks within assigned time frames; requisitions materials and supplies needed to accomplish tasks.
- Performs contracted carpet installation/warranty inspections for the Facilities Planning and Construction Department on new facilities.
- Determines status of floor care equipment repairability districtwide and usability of parts obtained from obsolete equipment; determines repair procedures on equipment; interprets drawings, wiring diagrams, technical and supply manuals, and manufacturers specifications in order to determine and direct the most effective means of repairing or modifying defective equipment.
- Receives assignments and organizes personnel into an effective working unit; selects individual workers and assigns tasks to be performed.
- Assists in establishing work schedules, maintaining personnel and training records and interviewing prospective employees and provides input for annual performance appraisals.
- Explains and enforces policies, procedures, rules and work requirements; resolves grievances or complaints when possible; recommends disciplinary action.
- Conducts and monitors on-the-job training and safety programs for assigned personnel; performs quality assurance checks based on established standards.
- In cooperation with Area Plant Operations Supervisors, develops and conducts training in a classroom setting for school-based personnel on proper preventive and minor maintenance and operation of floor care equipment and overall care of carpet using printed material, oral presentations and visual aids.
- Conducts tests and evaluations of new or modified equipment, materials, cleaning agents, or techniques; prepares reports and recommendations on same.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus three (3) years progressively responsible experience in carpet maintenance and equipment repair, including one (1) year in lead or coordinator capacity performing most of the above duties and responsibilities. Possession of a valid State of Florida Class E noncommercial driver's license.

ISSUED: 6/86 MW; BOARD APPROVED: 7/24/86; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED: 11/93 PBL; BOARD APPROVED: 12/8/93; REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CARPET & EQUIPMENT MAINTENANCE FOREMAN-NIGHTS

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds				X	
4. Lift objects weighing more than 100 pounds			X		
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds				X	
8. Carry objects weighing 100 pounds or more			X		
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects					X
19. Proofreading and checking documents for accuracy	X				
20. Using a keyboard to enter and transform words or data	X				
21. Using a video display terminal	X				
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Carpet & Equipment Maintenance Foreman - Nights - NR