

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6802
Pay Grade: D12

FLSA: Non-Exempt

MAINTENANCE SERVICE FOREMAN

MAJOR FUNCTION:

Supervises work in construction and maintenance skilled craft trade activities. Supervises and may participate in tasks and is responsible for completion of all assigned work. Responsible for use of proper methods and materials. Exercises independent judgment and makes decisions within the scope of specific assignments. Work is performed under general direction and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Supervises employees and use of equipment in maintenance and construction activities; evaluates personnel performance; recommends personnel actions; interviews and recommends hiring of qualified applicants.
- Assigns work on a daily basis; routinely makes on-site visits on assigned work and projects; revises work schedules based on emergency situations; certifies time cards.
- Reads and interprets blueprints, diagrams, and sketches accompanying maintenance or construction assignments.
- May assist employees in completion of assignments; participates in management studies.
- Trains employees in safety and technical aspects of job; insures proper servicing of equipment.
- Serves as Maintenance Department liaison with assigned facilities.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED; plus four (4) years of progressively responsible experience in a related skilled trades field, plus experience acting in a lead or coordinating capacity, performing most of the duties stated in the "Duties and Responsibilities" section. Possession of a valid State of Florida Class E noncommercial driver's license, a valid State of Florida Class B commercial driver's license (CDL) to include "air brake" qualifications, or a valid State of Florida Class A commercial driver's license (CDL) to include "air brake" qualifications.*

*Experience and licensing requirements are based on assignment.

PREFERRED:

Completion of trades school within discipline/trade to be supervised.

ISSUED: 9/79 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED: (MQ's) 11/96 BMP; BOARD APPROVED: 12/17/96; REVISED: 4/00 PBL; BOARD APPROVED: 6/13/00; REVISED WC: 8/04 LM; REVISED D&R: 9/07 AK.

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

MAINTENANCE SERVICE FOREMAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthl y	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				

Maintenance Service Foreman - NR