

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### MAINTENANCE FOREMAN

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Six (6) years work experience in related field; or
- (3) Completion of an approved apprenticeship program in Construction Trades.
- (4) Valid Florida driver's license.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to efficiently use the tools of the trade. Skill to read blueprints and construct according to plans. Knowledge of materials utilized in the maintenance of District structures. Knowledge of safety codes. Knowledge of and skill to perform transition and recovery of gases (freon / LP)

#### REPORTS TO:

Director, Maintenance

#### JOB GOAL

To maintain the physical school plant in good operating condition so that optimum use for educational opportunity can be made at all times.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Establish and conduct a preventive maintenance program for buildings and equipment.
- \* (2) Prepare purchase requests and maintain tool inventories.
- \* (3) Requisition or purchase tools, equipment and materials.
- (4) Review requirements for and requisition new or replacement equipment and materials.
- (5) Prepare cost estimates and maintain records of job costs.
- (6) Review and prioritize work orders.
- (7) Lay out jobs and maintain schedules of work.
- \* (8) Develop procedures and implement training programs for assigned staff.
- \* (9) Provide input for budget formulation.
- (10) Review design proposals and provide input.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (12) Ability to work in a constant state of alertness and safe manner.

#### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

#### TERMS OF EMPLOYMENT:

**MAINTENANCE FOREMAN (Continued)**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8  
Group 10 of the ESP Salary Schedule  
DOE Job Code 81014**

**Revised Board Approval 04/11/2017**