



EMPLOYEE NAME: _____

Created 02/11; Revised 10/12; 6/18 '10/23;6/26

JOB DESCRIPTION

POSITION TITLE: Carpentry Foreman, Maintenance	JOB CODE: 456A (TRS Eligible)
DIVISION: Operations	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank A (NW01) plus Foreman Supplement
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Assists Maintenance Supervisor by providing leadership and job oversight in the daily operations of the assigned staff.	
REVISION DATES: 6/26	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency, required
2.	Certification/License Required: Valid Georgia driver's license
3.	Experience: 5 years of facility maintenance with a vast knowledge of carpentry skills
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lifting and transporting 75 pounds over short distances
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills; highly competent in multiple maintenance trades; highly skilled in customer service; ability to correctly and safely operate all assigned group's tools, test equipment, and County vehicles; ability to train assigned employees; organizational and leadership skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Provides direction to assigned staff, generates and schedules all maintenance activities; tracks all assigned work to ensure it is completely and accurately performed in a timely manner; provides feedback to supervisor in the event of any areas of non-performance.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner. Ensures assigned employees do the same.
6.	Supports assigned employees in the ordering of parts and follows up with warehouse on any parts being delayed. Escalates any parts being delayed and keeps customers and Maintenance Supervisor apprised of the status of any parts ordered that is affecting the operation of a school.
7.	Ensures all crews are on task and reports any delays, issues, or personnel problems immediately to their immediate Maintenance Supervisor.
8.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
9.	Plans, stages, and develops bills of required materials and parts and completes the inspection, maintenance, and installation of all types of equipment assigned to assigned trades.
10.	Initiates and completes assigned projects in a timely and accurate manner.
11.	Provides professional guidance and assists as necessary.
12.	Reads blueprints and building plans.
13.	Recommends types of equipment and supplies for purchase.

14.	Reports immediately on any issues that may have an impact to school or employee safety to the appropriate administrator.
15.	Trains assigned employees on the operation of all tools, test equipment, and computer systems used by his assigned employees.
16.	Performs the work of assigned trades as required as this is a hands-on position that must be able to provide direct support to assigned employees.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____