

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
FACILITIES AND OPERATIONS GROUP

ASSISTANT FOREMAN

Purpose of Class

Assists in supervision of a designated Facilities & Operations Group Shop services and staff; provides on-site supervision and performs the duties of the Shop employees; performs the duties of the Shop Foreman in that employee's absence; performs related work as required.

Primary Function

The primary function of an employee in this position is to assist with the planning, directing, monitoring, and supervision of the staff and services of a District Facilities and Operations Shop. This is a working supervisor position and therefore performs the duties of the assigned Shop employees. The Assistant Foreman may be assigned to duties in the HVAC, Carpenter & Glass, Grounds, Electrical, Plumbing & Safety, and/or the Support shops. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of a Shop Foreman. The principal duties of this class are performed in an outdoor and indoor commercial building environment, sometimes performing physically demanding and hazardous duties occasionally dealing with adverse weather conditions in an outdoor environment.

Essential Duties and Responsibilities (will vary by assignment)

- Assumes duties of the assigned Shop Foreman in that employee's absence;
- Assists in management of the assigned Shop services, including preparing required reports, reviewing and approving timesheets;
- Prioritizes, schedules and completes work orders;
- Meets with school personnel to discuss requested projects and expected outcomes;
- Assists in supervising projects assigned to outside contractors;
- Monitors projects for completion and compliance with codes and specifications;
- Purchases parts for immediate and future needs, in accordance with District policies and procedures;
- Initiates communication with supervisor about needed repairs or status of projects;
- Estimates amount and kind of materials required and notifies supervisor of need for materials;
- Studies specifications in blueprints, schematics, equipment manuals, and building plans;
- Performs maintenance and minor repair on tools and equipment;
- Responds to inquiries and concerns from the public;
- Attends and actively participates in required training classes.

Specialized Functional Duties:

HVAC Shop: Installs, repairs, and maintains HVAC systems and equipment; services boilers, water heaters, and auxiliary equipment including fire prevention equipment; observes HVAC system operation and adjusts or replaces mechanisms and parts, according to specifications; dismantles malfunctioning systems and tests components, using electrical, mechanical and pneumatic testing equipment; joins pipes or tubing to equipment and to fuel, water or refrigerant source, to form complete system; fabricates, assembles and installs duct work and chassis parts; tests electrical circuits and components; disassembles system, cleans, and oils parts; assembles, positions, and mounts heating or cooling equipment, following blueprints; installs auxiliary components to heating-cooling equipment, such as expansion and discharge valves, air ducts, pipes, blowers, dampers, and flues; adjusts system controls to setting recommended by manufacturer to balance system; inspects and tests systems to verify compliance with plans and specifications and to detect malfunctions; discusses heating-cooling system malfunctions with users to isolate problems or to verify malfunctions have been corrected; inspects inoperative equipment to locate source of trouble' lays out and connects electrical wiring between controls and equipment according to wiring diagram; ensures that all District HVAC systems are in effective and efficient working order.

Carpenter & Glass Shop: Repairs or replaces hardware in classrooms, toilet rooms, gymnasiums, cafeterias, offices and auditoriums; designs and installs graphics and signage; consults with principals and supervisors about solutions to various carpentry and glass problems; analyzes roof conditions for damage and maintenance and repairs leaks; repairs, replaces, and installs flooring (wood laminate, carpet, tile) and sub-flooring; repairs, replaces, and installs sheetrock walls and ceilings using mud plaster and tape, block concrete, ceramic tile, paint, and other materials; inspects ceiling or floor tile, wall coverings, siding, glass or woodwork to detect broken or damaged structures; repairs or replaces window coverings, stage curtains, etc.; performs miscellaneous carpentry projects such as replacing door closures, locks and latches, screens and repairs roofs, walls, ceilings, floors, window shades and blinds, ramps, and stairs; builds or repairs cabinets, doors, frameworks, floors, and fixtures; and assembles and fastens materials, fills cracks and other defects in plaster or plasterboard and sands or patches and finishes surfaces of woodworking or wallboard, and removes damaged or defective parts of sections of structures.

Grounds Shop: Prepares and delivers materials and fuels throughout the District; performs operation, installation, maintenance, and repair of automated irrigation systems, including lines and heads; repairs vandalism and performs maintenance on District facility sites; inspects, maintains, and repairs receptacles, playground and recreational equipment, playing fields, structures, and signs; and installs and maintains sports and playing equipment including nets, goal posts, and field markings for soccer, volleyball, baseball, softball, tennis, basketball, and other sports.

Electrical Shop: Maintains all lighting and electrical panels; services equipment and makes necessary repairs; troubleshoots electrical problems in 120-, 208-, 240-, 277-, and 480-volt systems, including making repairs within National Electrical Code (NEC) standards; installs new circuits, including discussing requirements with school staff, calculating loads, conduit, and wire sizes; plans and designs circuit layout and routing; installs circuits to comply with NEC

standards; repairs, replaces and /or installs electrical receptacles, wiring, circuit breakers, conduit and all electrical systems either damaged, worn, or vandalized on District properties; schedules electrical inspections and works with inspectors; meets with engineers, architects, and consultants to plan projects and monitors projects for budget compliance; makes necessary repairs in compliance with National Electrical Code (NEC) and interfaces with Idaho Power as needed; ensures that all District electrical systems are in effective and efficient working order; orders, picks up, and delivers a wide variety of lamps to schools such as special requirement lamps that are specific to location, wattage, and type (high-pressure sodium and metal halide); and interfaces with school staff to explain lighting system maintenance and requirements, electrical system capacity and limits, and related electrical issues.

Plumbing & Safety Shop: Maintains and repairs plumbing fixtures and all water and sewer lines within the District; assembles and installs pipe sections, fittings, valves, and fixtures; reads, repairs and maintains plumbing-related gauges to detect and locate problems; meets with inspectors to assure compliance with local authority requirements; and ensures that all District plumbing systems are in effective and efficient working order. Responds to calls for fire & security system problems in absence of Foreman. Enters code changes as required & assists Security Specialist with requests and questions regarding the operation of security systems.

Support Team: Supervises and performs maintenance, carpentry, electrical and plumbing preventive maintenance and energy conservation duties; conducts annual safety inspections of TV/VCR and audio visual equipment; conducts inspections and repair of all school bleachers in gymnasiums and athletic fields; conducts inspections and repair and painting of portable building ramps; inspects, removes, and replaces concrete in landings, steps, and walkways and installs concrete air conditioning pads; repairs concrete and block walls, including painting; inspects, repairs and maintains auditorium seats in all District buildings; performs physical moving throughout the District for carpet and flooring projects, classroom transfers, office furniture and other adjustments; replaces florescent lamps in all facilities; conducts annual inspections of portable building usage; conducts semi-annual asbestos inspections; prepares and paints indoor and outdoor surfaces and equipment as needed; and operates a utility vehicle.

Other Duties and Responsibilities

- Assists with other Facilities and Operations duties as needed;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties and responsibilities as required. (All shops)

Classification Requirements

Knowledge of:

- Supervision and management techniques;
- Applicable and current building construction and operation codes;
- Applicable federal (OSHA) workplace safety codes and standards;
- Light construction methods, materials, tools, and equipment, including plumbing, electrical, painting, and carpentry, as applicable to specific areas of assignment and responsibility;
- Occupational hazards and safety precautions involved in operation of hand and power tools and general building maintenance work;

- Hazardous material handling, removal, and disposal methods and techniques;
- Basic computer programs and specialized District programs;
- Project cost estimation principles and techniques.

Ability to:

- Plan, supervise, and complete a variety of job-related technical tasks efficiently and effectively;
- Supervise and direct subordinate workers in the completion of duties;
- Perform cost-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Troubleshoot, diagnose, repair, and maintain assigned systems (i.e., electrical, plumbing, HVAC, as required for Shop assignment);
- Use a variety of hand and power tools and equipment;
- Use basic computer skills to operate a personal computer and software programs;
- Provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Read and interpret blueprints, diagrams, plans, and schematics;
- Maintain detailed and accurate records of work performed;
- Lift, move, maneuver and operate hand and power equipment safely;
- Operate a motor vehicle;
- Assist in or prepare accurate, complete and timely reports;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties.

Acceptable Experience and Training

- High school diploma or GED with preferred technical school training; and
- Three (3) years experience in the assigned field with supervisory related experience preferred; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Assistant Foreman.

Licenses or Certifications

- Licensing and/or certification specific to the assigned field (plumbing, HVAC, electrical, etc.) may be required;
- Valid Idaho Drivers' License is required;
- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Visual acuity, or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints and work-related manuals; prepare reports as required; to observe facilities and equipment to inspect and determine needed repairs and/or quality of completed work; to operate a motor vehicle and work-related equipment;
- Manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, and work in confined spaces;
- Personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled construction-related tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven flooring, roofing or construction sites; working in confined spaces, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.