

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Facilities and Operations

PROJECT FOREMAN

Purpose of Class

Process, review, coordinate and complete specialized projects for District schools; performs related work as required.

Primary Function

The primary function of an employee in this position is to work with school administrators and District staff to review, determine feasibility, organize and complete approved projects with emphasis on school-generated ideas. This position works with school principals and staff, design and construction professionals as well as governing agencies and authorities. Duties include preparing estimated costs for projects, obtaining bids, preparing and overseeing service agreements, reviewing invoices and requests for payments, obtaining building and other permits, preparing bi-monthly status reports, and completing related construction tasks. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. The Project Foreman works closely with and is under the general supervision of the Facilities Services Manager. The principal duties of this class are performed in indoor and outdoor environments, sometimes performing physically demanding duties and dealing with adverse weather conditions and related hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Prioritizes, schedules and completes work orders;
- Meets with principals and other District staff to review project requests and determine feasibility, options, schedule and budget;
- Assists in obtaining project estimates for the Facilities Services Manager and quotes and bids from contractors;
- Prepares and maintains service agreements;
- Coordinates all aspects of projects whether funded by the District, school or other sources;
- Reviews and makes recommendations regarding invoices and requests for payment;
- Represents the department with governing authorities such as city, county and state building departments, fire and health departments and highway districts;
- Assists in obtaining building permits, certificates of occupancy and proper authorizations and approvals;
- Studies specifications in blueprints, sketches or building plans to determine materials required;
- Estimates amount and kind of materials required and notifies supervisor of need for materials;
- Maintains tools and equipment in accordance with District policies and procedures;
- Prepares project status reports;

- Initiates communication with supervisor about needed repairs or status of projects;
- Assists with work related to portable school buildings;
- Completes other related work as designated by the Administrator or Facilities Services Manager.

Other Duties and Responsibilities

- Complete assigned duties in carpenter shop and other department divisions when needed;
- Conducts research work for architects;
- May be required to work other than regularly scheduled work hours;
- Perform other related duties as required.

Classification Requirements

Knowledge of:

- Current building codes and associated requirements;
- Skilled trade methods and procedures including those related to general construction, plumbing, masonry, electrical wiring and HVAC systems;
- Tools, materials and equipment essential building maintenance, construction, and repair;
- Occupational hazards and safety precautions involved in general building and maintenance work;
- Specialized construction project requirements;
- Operation of a personal computer and related software;
- Budget and project status report preparation;
- Effective communication skills to work with varied personalities and demands;
- Public relations skills.

Ability to:

- Plan, budget, inspect, and complete specialized construction or remodeling projects;
- Determine estimated costs and solicit bids for approved school projects, all in accordance with District policies and procedures;
- Perform costs-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Read and interpret blueprints;
- Plan and complete a variety of construction-related tasks efficiently and effectively;
- Maintain detailed and accurate records of work performed;
- Lift, move and maneuver hand and power equipment safely;
- Use a variety of hand and power tools and equipment common to building construction and maintenance;
- 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;
- Four years construction experience in varied trade and craft areas; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Project Foreman.

Licenses or Certifications

- Valid Idaho Drivers' License is required;
- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

Essential Physical Abilities

- Sufficient 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.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints, bid specifications, invoices and work-related manuals; prepare reports as required; to observe school facilities and structures to plan, design, inspect and complete construction projects; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, work in confined spaces;
- Sufficient 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 jobs tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and 100 pounds occasionally, walking over uneven flooring or construction sites, working in confined spaces, stooping, kneeling, bending, crouching and reaching.