

**Job Title:** Maintenance Shop Foreman

**Qualifications:**

1. Demonstrate ability to perform major repairs in electrical, heating, air conditioning and refrigeration equipment.
2. Good general health.
3. High school graduate.
4. Successful experience or training in specialty area.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
6. Supervisory experience and/or training.

**Reports to:** Maintenance Supervisor

**Performance Responsibilities:**

1. Supervise the repair of electrical, heating, air conditioning, and refrigeration equipment to include trouble shooting, adjustment, component replacement, component repair and modification as authorized by the manufacturer's instructions.
2. Follow all safety and electrical code procedures.
3. Post all inspections, repairs, and modifications performed on work orders.
4. Install wiring and equipment as authorized by Maintenance Supervisor.
5. Submit job sheets to the Supervisor on each job performed.
6. Attend training sessions scheduled by Supervisor.
7. Make recommendations on the repair and/or replacement of equipment.
8. Participate in the training and development program set up by the Supervisor.
9. Carry out responsibilities in a manner that will promote good public relations.
10. Maintain the confidentiality of all School System related information.
11. Be regular and punctual in attendance.
12. Maintain proper and professional relationship with students and other employees.
13. Be familiar with and follow the Board of Education policies.

**Maintenance Shop Foreman (cont'd)**

14. Perform other duties that may be reasonably required by the Maintenance Supervisor.

**Terms of Employment:** Twelve months a year. Salary according to appropriate current schedule. Regular scheduled hours and subject to emergency calls.