

**PUEBLO SCHOOL DISTRICT 60**  
**PROFESSIONAL JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

<b>Job Title:</b>	Trades Foreman
<b>Prepared Date:</b>	01/08/2008
<b>Revised Date:</b>	9/1/2021
<b>Work Year:</b>	220 Days
<b>Department:</b>	Facilities
<b>Reports To:</b>	Maintenance and Operations Supervisor
<b>Salary Range:</b>	APT Salary Schedule
<b>Benefits:</b>	Fringe Benefits based on Schedule C Benefits
<b>Status:</b>	FLSA Status: Exempt

**SUMMARY:**

The job of the Trades Foreman is to perform maintenance and supervisory work in the planning, organizing, coordinating, and directing of all activities of various trades groups, including building and grounds maintenance units. Evaluate all full-time, maintenance employees. Responsible for giving direction to crew leaders and assigned staff. Position is responsible for beginning to end completion of projects and maintenance while also overseeing related work as directed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma or GED
- Minimum of five (5) years' experience in facilities maintenance related trade group(i.e. HVAC, carpentry, plumbing, electrical, structural, locksmithing, painting, welding, grounds maintenance, pavement maintenance, athletic turf maintenance)
- Minimum of three (3) years' trades related supervisory experience
- Verified valid Colorado Driver's license and insurable by the District #60 insurance carrier
- Demonstrated ability to pass District designated Post Offer Screen Lift Test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Associates Degree in Facilities Maintenance or trade related field
- License or Journeyman level experience in following trades (electrical, carpentry, landscaping, plumbing, or HVAC);
- Back Flow Protection Assembly tester certification;
- Playground Certified Inspector

**SKILLS AND KNOWLEDGE:**

- Proficiency with basic computer operations, such as email and work order systems.
- Experience with Microsoft Word, Excel, Internet, and E-mail
- Skills and abilities in construction and related tools
- Ability to understand and interpret schematics, plans, blueprints, floor plan drawings, and operational manuals
- Basic knowledge of utility shut-off procedures
- Knowledge of Safety Data Sheets and safe work practices;
- Ability to plan, organize and schedule activities, meet deadlines, and report resources needed and trade related activity.
- Ability to complete temporary building repairs utilizing various types of tools
- Excellent interpersonal relationship skills.
- Ability to keep sensitive information confidential.
- Ability to operate standard and automatic transmission vehicles
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities

- Ability to perform, track, and provide the current status of multiple simultaneous tasks.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Plan, develop, prioritize, and coordinate project specifications required per job site
- Supervise and delegate tasks including work orders to personnel under charge.
- Plan, develop, and manage projects from start to completion, including design, specifications, solicitations, and project management.
- Process paper work and write reports as needed.
- Receive and critically review facilities and property maintenance and repair work orders, preliminary plans, and proposals to determine feasibility/advisability.
- Discuss maintenance and repair projects with requesting schools, private contractors (when applicable), and district supervisory and managerial officials.
- Continually prioritize work schedule and then shift assets/equipment to meet the demands of unexpected situations.
- Inspects status/progress of on-going projects or any relevant special concerns.
- Plan and develop improvement and repair projects and also interact with private consultants/contractors, as needed and inspect and monitor contractual work for compliance with plans and specifications.
- Ensure adherence to prescribed Safety Data Sheet listed materials application schedules and established district policies and standards.
- Establish all work schedules for regular, corrective and preventive maintenance functions as applies to trade unit assignments.
- Monitor vehicles and equipment to ensure that the proper maintenance and /or repairs are reported and then corrected.
- Maintain white fleet inventory of all district vehicles.
- Provide training for the safe operation of vehicles and /or equipment.
- Supervise, including personnel management, training, coaching, evaluating, progressive discipline, etc., one or more of the following trade units:
  - Building Trades – Carpentry, Locksmithing, Painting, HVAC and Electrical
  - Utility Trades – Mowing, Landscaping, Paving, Roofing, Welding and Plumbing.

- Coordinate the repair and /or replacement of buildings and grounds assets.
- Access and retrieve work orders using the automated work order system. May enter time and materials information associated with work performed on orders.
- Prioritize, coordinate and supervise a variety of work and activity schedules involving building and grounds maintenance.
- Assign inspections and maintenance on facilities, grounds, athletic equipment, playgrounds, structures, building and surface equipment and materials to remain in compliance with state and local code application.
- Monitor and perform weather related maintenance on district property to provide safe access to school property during inclement weather. (Snow removal, site reports, sanding or chemical melt application and sweeping).
- Communicate the start times and priorities of assignments with assigned crews.
- Provide training to employees on how to operate all equipment in a safe and efficient manner. This is accomplished through instructional videos and hands on training.
- Conduct routine reviews with Facilities Administrator.
- Perform annual evaluations on all assigned trades staff, including a review of those evaluations with the Facilities Administrator.
- Respond to after hour emergencies and remedies the situation/concern. Be part of the District's on-call rotation.

**NON-ESSENTIAL DUTIES:**

- Perform any and all other responsibilities as assigned by the Supervisor of Maintenance & Operations or Executive Director of Facilities and Construction Management.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Ability to see in low lighted or artificially lighted conditions is required. This position requires a work schedule of evenings, weekends and/or holidays.

In a 9-hour workday, this job requires:

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|--------------------------------------|---|
| R – Rarely (Less than .5 hr per day) | O – Occasionally (.5 – 2.5 hrs per day) |
| F – Frequently (2.5 – 6 hrs per day) | C – Continually (6 – 9 hrs per day)     |
| NA – Not Applicable                  |   |

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Sitting					X
Walking (level surface)					X
Walking (uneven surface)				X	
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms		X			
Repetitive use wrists		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation		X			
Using foot control			X		
*Pushing/Pulling Maximum weight: <b>100 lbs.</b>			X		
Lifting Maximum weight: <b>100 lbs.</b>			X		
Carrying Maximum weight: <b>75 lbs.</b>			X		

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually quiet.