

## **DUBUQUE COMMUNITY SCHOOL DISTRICT**

### **Job Description**

**POSITION TITLE:** Plant Maintenance Foreman  
Buildings and Grounds Department

**GENERAL CHARACTERISTICS:**

Recruited by: Chief Human Resources Officer  
Recommended for Appointment by: Manager of Buildings and Grounds  
Chief Financial Officer

**WORKING RELATIONSHIPS:**

Type of Authority: Staff

Reports to: Manager of Buildings and Grounds

Consults with: Assistant Manager of Buildings and Grounds,  
Chief Financial Officer, Principals, other Maintenance Personnel,  
and other School Personnel

**QUALIFICATIONS:**

A State of Iowa Master Electrician/Plumbing License is preferred  
General knowledge and experience in electrical, plumbing and HVAC.  
Appropriate valid driver's License.  
Ability to respond to emergency situations for the purpose of determining and  
Implementing appropriate actions required to resolve situation  
Experience supervising skilled trades in related work is preferred

**BASIC FUNCTION:**

Under direction of Manager, works with and supervises skilled Mechanical trades and other personnel in a manner that will provide for efficient maintenance of school buildings and equipment.

**POSITION RESPONSIBILITIES:**

1. Procures services, supplies and materials.
2. Help with the instruction of others in the safe use, operation, and maintenance of District equipment and hand tools.
3. Knowledge of electrical, plumbing, and HVAC equipment.
4. To install, maintain, and repair other District office, Food Service and educational equipment.
5. To use measuring and testing equipment required in the performance of assigned work.
6. To maintain records as required by the Manager of Buildings and Grounds.
7. Inspects mechanical equipment for needed repairs and maintenance; establishes a schedule of preventative maintenance and recommends priority of repair projects.
8. Demonstrate a commitment to multicultural nonsexist policies and practices.
9. Works with, trains, assigns and supervises skilled Mechanical trades and personnel.
10. Provides input to management for employee evaluations.

11. Ability to work with computer systems related to area of responsibility including but not limited to work order systems, building automation, energy management systems and Microsoft Office.
12. Demonstrated experience dealing with hazardous materials.
13. Will be required to work with tools, technicians and workers in the field.
14. Demonstrated experience in a leadership role to encourage, motivate and inspire staff in support and for the success of the district.
15. Experience working from blueprints and specifications.
16. Adheres to all Board policies.
17. Other duties as assigned

This job description is a general outline only of the duties and responsibilities named and is not intended to be all inclusive. Additions and/or deletions may be made at any time by the Manager of Buildings and Grounds or his/her designee.