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September 17, 2021

**Electrical Foreman
Facilities Management
Supervisory/Technical – Grade 20 (\$63,488 - \$69,756)
12-month, Full Time**

Scope of Responsibilities

The Electrical Foreman shall install and maintain in good working order all electrical and communications equipment and systems for the operation of the school district. Adapt to changes and emergencies. Organize and supervise all aspects of work related to this trade. The Electrical Foreman, in conjunction with the Executive Supervisor, will establish fair and equitable work schedules and provide supervision for all staff under this trade.

Performance Responsibilities

1. Install, maintain, and repair lighting systems (athletic, indoor, outdoor, security, and emergency).
2. Maintain and repair motors, controllers, HVAC equipment, fans, portable and stationary power tools.
3. Install, maintain, and repair fire alarm systems.
4. Install, maintain, repair clock and bell systems, public address systems, kitchen equipment, etc.
5. Maintain and repair heat-related equipment, HVAC equipment, boilers, pumps, etc.
6. Troubleshoot all systems and assist in the training of employees.
7. Develop and implement planned maintenance schedules and activities to ensure the prolonged life and usefulness of operating equipment and facilities.
8. Develop and implement standard programs for electrical material/equipment.
9. Develop and implement a cataloging system for the district's electrical, mechanical, and telecommunication equipment.
10. Install, maintain, and repair telephone systems.
11. Maintain and repair telephones and related equipment.

12. Remain current on all industry standards and make sure they are instituted and observed.
13. Develop and implement standards program for telecommunications material and equipment.
14. Originate memo purchase orders and stay within budgetary limitations.
15. Prepare specifications and bidding documents for small-scale projects within this trade.
16. Coordinate special projects with outside contractors and ensure all work meets specifications.
17. Maintain supplies, materials, and tools to complete tasks and transport them to job sites as needed.
18. Other related work as assigned.

Minimum Qualifications

1. Possess a Journeyman Electrician certification.
2. Possess a Master Electrician License issued by the State of Michigan.
3. Ten years of experience in electrical work.
4. Previous supervisory experience.
5. Practical knowledge and experience in computer, telephone, and energy management systems.
6. Experience in maintenance or building trades.
7. Familiarity with tools and materials of the trade.
8. Ability to work from ladders and scaffolding.
9. Ability to respond and resolve emergencies.
10. Good work and attendance record.
11. Ability to read and interpret blueprints and drawings.
12. Willingness to work overtime as required at any time needed in emergencies.
13. Ability to handle physical requirements of the job: bending, lifting to 100#, pushing, pulling, climbing, and reaching.

Desirable Qualifications

1. Ability to work effectively around students and building staff.
2. Be a neat and conscientious self-starter.

Interested and qualified candidates should apply online at www.kpsjob.com.

This position will remain posted until filled.

Kalamazoo Public Schools is an Equal Opportunity Employer.