

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7405
Pay Grade: D12

FLSA: Non-Exempt

TRADES FOREMAN

MAJOR FUNCTION:

Performs responsible skilled and supervisory work in construction and maintenance skilled craft trade activities. Supervises and may participate in tasks and is responsible for completion of all assigned projects and proper methods and materials used in construction and maintenance. Incumbent exercises independent judgment and makes decisions within the scope of specific assignments. Work is performed under general direction and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Supervises employees and use of equipment in maintenance and construction operations; evaluates personnel; recommends disciplinary action; interviews and recommends hiring of qualified applicants
- Assigns subordinates on a daily basis; routinely makes on-site visits on all assigned projects; revises work schedules based on emergency situations; certifies time cards
- Reads and interprets blueprints, diagrams, and sketches accompanying maintenance or construction assignments
- May assist employees in completion of assignments; participates in management studies
- Trains employees in safety and technical aspects of job; insures proper servicing of equipment
- Performs related work as required

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED. Experience working in and supervising one or more specialized trades in building or vehicle maintenance. Possession of a valid State of Florida Class E noncommercial driver's license, a valid State of Florida Class B commercial driver's license (CDL) to include "air brake" and "passenger" qualifications, or a valid State of Florida Class A commercial driver's license (CDL) to include "air brake"* qualifications. Must possess and maintain Department of Education (DOE) school bus inspector certification.*

*Experience and licensing requirements are based on assignment.

PREFERRED:

Completion of trades school.

ISSUED: 9/97 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED: MQ'S 11/96 BMP; BOARD APPROVED: 12/17/96; REVISED WC: 6/04 LM; REVISED: MQ'S 11/10 RAS; BOARD APPROVED: 1/11/11

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

TRADES FOREMAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds			X		
4. Lift objects weighing more than 100 pounds			X		
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds			X		
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy			X		
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Trades Foreman – NR