

Job Title:	Foreman HVAC	Wage/Hour Status:	Hourly
Reports to:	Director	Pay Grade:	409
Dept/School:	Maintenance, Buildings & Grounds	Date Revised:	April 26, 2019

Primary Purpose

Manage the facilities of the schools by ensuring that the environmental aspects of the campus are in optimal condition.

Qualifications**Education/Certification**

High School Diploma/GED
 Valid Texas Driver's License
 State of Texas Class "A" air conditioning and refrigeration/process cooling and heating contractors license
 Valid Refrigerant transition and recovery certificate

Special Knowledge/Skills

- Ability to communicate effectively
- Knowledge of electricity, refrigeration, and temperature controls
- Ability to operate hand and power tools
- Computer literate preferred
- Ability to work independently
- Strong organization, communication and interpersonal skills

Experience

Ten (10) years experience in large tonnage refrigerator maintenance

Major Responsibilities and Duties**Building Maintenance and Repair**

1. Develop and direct emergency and preventive maintenance procedures for all mechanical systems and components of the district.
2. Assist in preparing specifications, evaluations, and selections of new and replacement equipment.
3. Test and evaluate systems for future replacement making recommendations for budget consideration.
4. Schedule workloads in the event of breakdowns; provide preventive maintenance; makes major overhauls and final inspections of all mechanical equipment.
5. Assist and coordinates administrative personnel, security, facilities, food services, and purchasing.
6. Provide continual training for the growth and development of personnel in the section.
7. Develop a program of control to determine labor and material costs and productivity.
8. Maintain a program of safety by scheduling inspections of gas operated equipment to prevent hazardous conditions; also maintains a program of safety awareness and instruction for the personnel in his section.
9. Evaluate and coordinate repairs with chemical companies for chemical feeders, and periodic analysis of chemical systems on the a/c condenser cooling towers.
10. Recommend promotion or termination of subordinates to the Director, Maintenance, Buildings and Grounds.
11. Supervise the reporting and correspondence of the department by verifying reports and proofreading department correspondence.
12. Prepare and implement a department budget to ensure cost efficiency.
13. Perform preventive maintenance on tools and equipment.
14. Operate vehicles, tools, and equipment according to established safety procedures.
15. Ensure that equipment is in safe operating condition.
16. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
17. Correct unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

18. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise and evaluate the work of skilled maintenance workers, including Air Washer Mechanics, Heat, Vent, A/C Mechanics, Evaporative Cooler/Heater Repairman, Trade Assistant II, and Trade Assistant I.

Equipment Used

Meters, refrigeration mechanic's tools, electrical test equipment, calibration equipment, gauges, welding equipment, ladders, hoists, hand and power tools, pipe bender, propane torch. Light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, indoor and outdoor. Exposure to extreme temperatures. Must be able to lift 45 pounds or more. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees
Flexible work schedule may include Saturday and Sunday as regular workdays

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.