

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Trade Support Foreperson

JOB CODE: 6448

DEPARTMENT: Facilities Operations, Maintenance **SCHEDULE:** HO

DATE: 10/16/06

BASIC OBJECTIVES

The Trade Support Foreperson will be responsible for estimating, organizing, directing, coordinating, and controlling the timely completion of work activities of maintenance, maintenance Zone Mechanics and trades personnel. The Trade Support Foreperson will monitor Contractor's performance engaged in the preventive maintenance and repairs of assigned facilities, and construction and/or renovation of buildings, facilities and grounds. The Trade Support Foreperson will oversee the quality control of trade job assignments. The work involves responsibility for insuring the effective and safe use of personnel, materials, and equipment, and providing technical training as identified. Implements training programs dealing with employee safety procedures and accident protection and prevention, as well as technical training programs within their field of expertise.

JOB TASKS/RESPONSIBILITIES

1. Provides job site supervision for timely completion of construction and renovation projects by determining project scope, estimating and identifying required resources, coordinating the activities of technical construction tradespersons, and reporting project status as required.
2. Conducts frequent site review of work quality and practices to assure quality, proficient, and safe completion of all trade assignments.
3. Assists trades personnel with parts/materials identification and ordering procedures.
4. Responds to requests for technical support from Maintenance personnel on maintenance work orders and projects.
5. Conducts training sessions as a member of the Facilities Operations, Maintenance training task force.
6. Participates in personnel/trade conflict resolution.
7. Provides recommendations for changes in departmental resource allocation, and reviews and recommends approval for emergency purchases of materials and equipment for the building and equipment trade.

8. Identifies and provides for correction violations of Health and Safety laws as defined by the rules of Florida State Board of Education, Chapter 6A-2.
9. Participates as member of the Satellite Safety Committee and the Central Safety/Training Committee; identifies and addresses safety violations and issues as they arise.
10. Recommends improvements in specifications, plans, materials, tools, equipment and systems for new construction and alterations.
11. Assists in evaluation of outside contractor's building code and contract compliance for new or modified facilities.
12. Performs other duties related to general supervisory responsibilities as assigned by the immediate supervisor.
13. May operate M-DCPS or personal vehicle for functions outlined in job description and to locations specified by work orders or as otherwise directed.
14. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, hazards, and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Written evidence of graduation from an accredited college or university with a Bachelor's degree in Construction, Construction Technology, Engineering or related field and acceptable written evidence of a minimum of three (3) years experience in industrial trades/technical supervision.

OR

Written evidence of graduation from high school or equivalent and acceptable written evidence of a minimum of five (5) years Journeyman level experience in maintenance or construction, including three (3) years experience as an Area General Foreperson, Area General Foreperson Zone Mechanic or foreperson supervising DCSMEC employees.

2. For applicable trades, possession of a valid Personal Certificate of Competency as a Journeyman or Master issued by Miami-Dade, Broward, Monroe, Collier, or Palm Beach County.
3. A valid teaching certificate or an M-DCPS educator's certificate for teaching adult programs and/or trade courses.

OR

Shows written evidence of participation in a program(s) that addressed safety, training, and/or demonstrates the ability to train within their field of expertise.

4. Able to communicate clearly and concisely, both orally and in writing, on both technical and non-technical matters.
5. Possession of a valid Florida Class E driver's license.
6. Satisfactory completion of a physical examination prior to hire date.

Revision date(s): 08/16/05, 03/06/06, 08/22/06