



# Irvine Unified School District

## HEAD MAINTENANCE TECHNICIAN

### Structural Foreman

#### DEFINITION

Under general direction oversees and coordinates the work of assigned building trades technicians in the maintenance, repair, and improvement of district facilities.

#### EXAMPLES OF DUTIES

- Assists in planning, estimating and scheduling work assigned within the structural maintenance area, and coordinates work with different trades.
- Coordinates and oversees the work of both force account and contract labor for compliance with specifications and quality of workmanship.
- Provides work assignments, assists in establishing priorities, and consults with trade journeymen to formulate work schedules.
- Provides job cost estimates, solicits and receives proposals from outside contractors for repairs and services.
- Oversees and assists in evaluating the performance of technicians assigned to the structural maintenance area.
- Processes work requests, prepares materials order requests, assists in the administration absence and overtime accounting.
- Ensures compliance with work safety practices, oversees condition of assigned vehicles, equipment, and work spaces.
- Confers with the administrator of building maintenance services regarding work schedules, project priorities, budget planning, equipment, and material stocks.
- May assist with construction related activities as they relate to the best interests of the maintenance department and/or the district.

#### QUALIFICATIONS

##### Knowledge of:

- Methods, materials, and equipment related to the maintenance and repair of structural and mechanical building systems.
- Safety standards and practices common to the building trades.
- The UBC, trade terminology, safety standards, and practices common to the building trades.

##### Ability to:

- Plan, layout, and supervise the work of a crew of journey level workers in the structural and mechanical trades.
- Estimate costs of labor and materials for the work project from blueprints, sketches or diagrams, and create written report documents.
- Determine priorities, schedule work, provide reports, maintain files.
- Understand, carry out and give oral and written instructions.
- Communicate effectively, provide direction and maintain cooperative working relationships.
- Use standard office equipment to create written documents.

##### Training and experience:

Equivalent to completion of the 12th grade, five years journey-level experience in the structural or mechanical trades with at least 3 years in the lead or supervisory position or any combination of training and experience which would likely provide the desired knowledge and abilities.

**License:**

Hold and maintain a valid California vehicle operators license (Class C).

**Physical:**

Good physical condition as determined by pre- and post employment inquiries and health reports.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel crouch, or crawl. The employee is occasionally required to sit and taste or smell.

The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

*Revised 05/18/01*

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This page was last modified 02/26/2004