

Portland Public Schools Maintenance Services - Electrical Foreman

Job Title: Maintenance Services - Electrical Foreman - 1.0 FTE

Location: BESC

Regular/Temporary: Regular

Job ID: 18934

Full/Part Time: Full-time

POSITION SUMMARY

The Electric Shop Foreman is the first line supervisor for the craftsmen of this trade and is responsible for the development of a work plan for the efficient accomplishment of the scheduled work established by the Senior Program Manager of the Electrical Department. The Electric Shop Foreman directs daily work production consistent with the established work plan and is charged with assuring the compliance of the work force to District work rules, safety practices, standards, policies and procedures, and to all applicable federal, state and local codes. The Electric Shop Foreman is the primary contact with the City of Portland Master Electrical Permit program, and performs any necessary field visits required. The Electric Shop Foreman is responsible for maintaining a consistently high level of work force productivity and executes all work assignments with craftsmanship, skills, and knowledge expected of a competent trade foreman.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the Senior Program Manager in the development of a shop production schedule.
2. Develops a work plan for the efficient accomplishment of the production plan.
3. Assures the accomplishment of the established Preventive Maintenance program in conjunction with the Senior Program Manager.
4. Monitors daily the performance and productivity of all workmen under their charge. Takes necessary steps to correct deficiencies, or offer recognition of exceptional performance. Executes performance evaluations of all workmen in their trade. Documents all events leading to discipline or recognition.
5. Monitors attendance, identifies excessive absenteeism and establishes a plan of improvement with the Senior Program Manager.
6. Monitors work force for adherence to work rules and safety practices (including hazardous materials regulations) of workers directly supervised and by others observed, and takes documented corrective steps when warranted, including the progressive discipline of employees directly supervised.
7. Trains new employees in District work rules, safety practices and standards for craftsmanship and productivity.
8. Conducts effective intradepartmental and interdepartmental communications and coordination on a continual basis.
9. Assures timely completion of multi-craft projects through the efficient coordination of support crafts and by communication with other appropriate parties.
10. Assures the availability of materials, drawings and other necessary items at the job site for the efficient expenditure of labor.
11. Consistently maintains an accurate apportionment of crew established by funding source on a daily basis.
12. Establishes relative urgencies of emergency and priority work orders, dispatches work force at the appropriate response time with a corrective action plan.
13. Reports to the Senior Program Manager any deficiencies at District facilities.
14. Strives to maintain a work environment conducive to a high level of worker morale and productivity.
15. Maintains a clean and orderly work environment, including vehicle interiors.

Portland Public Schools Maintenance Services - Electrical Foreman

16. Participates in taking inventory of shop stock.
17. Performs other reasonably related duties as assigned.

MINIMUM QUALIFICATIONS

1. Certificate of graduation from high school or equivalent and completion of a bona fide relevant apprentice program or equivalent relevant technical or engineering training program.
2. Employed a minimum of three years as a Journeyman in the relevant trade.
3. Must meet all minimum qualifications as a Signing Supervisor Electrician.
4. State Electrical Signing Supervisor License.

Salary Range: \$41.15

Union Representation: District Council of Unions (DCU)

This job is open until filled. Applications will be reviewed as received. Portland Public Schools reserves the right to make a hiring decision at any point during the posting period.

Benefits Information

Portland Public Schools (PPS) offers several competitive and comprehensive benefit packages to employees. Fringe benefits include medical, dental, vision, prescription, life and disability insurance, employee assistance program, 403(b) retirement savings plan and various leave and professional development programs. Depending on the insurance option selected by the employee, there may be an employee contribution toward insurance.

Portland Public Schools is a public employer and participates in the Public Employees Retirement System (PERS/OPSRP). Eligible employees are required by statute to contribute 6% of salary on a pre-tax basis to OPSRP/IAP, after serving six months under a PERS employer.

For more information please visit our Benefits site at <http://www.pps.net/Page/1635>