



## PREVENTATIVE MAINTENANCE FOREMAN

### Purpose Statement

The job of the Preventative Maintenance Foreman – Food Service was established for the purpose(s) of maintaining, repairing, and installation of food service (kitchen) related equipment as required throughout the district. This position is designed to maintain and provide for the safe condition and operation of all food service (kitchen) systems in the district.

This job reports to the Director of Food Services.

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### Essential Functions

- Diagnoses and repairs malfunctions in various types of food service (kitchen) and refrigeration systems.
- Installs new food service (kitchen) and refrigeration equipment and systems when required.
- Relocates and expands existing food service (kitchen) and refrigeration systems as required.
- Repairs, replaces and/or calibrates controls, thermostats, switches, fuses, and electrical wiring.
- Fabricates, assembles, and installs electrical wiring, controls and piping according to specifications and code.
- Wires and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
- Maintains freon dispensing records to meet federal requirements.
- Maintains preventive maintenance schedules and procedures for all food service (kitchen) and refrigeration equipment, including changing of filters and cleaning condensers and coils.
- Performs all scheduled preventive maintenance and cleaning on all food service (kitchen) and refrigeration equipment as needed.
- Assists the energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of food service (kitchen) and refrigeration energy.
- Receives and completed work orders; selects materials and hardware; and creates time and material estimates.
- Maintains accurate records on material and labor used.
- Maintains inventory of district-owned tools, equipment, and materials.
- Works with building principals and supervisors to complete projects and inspects jobs upon completion and ensures that areas are clean.
- Detects needed repairs on equipment following established inspection procedures.
- Operates tools and equipment according to established safety procedures and ensures that equipment is in safe operating condition.



**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the district.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair and maintenance on HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents in prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; displaying mechanical aptitude; and complying with OSHA/TOSHA regulations.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 60% walking, and 30% standing.



- EXPERIENCE:** Job related experience is desired.
- EDUCATION:** High School Diploma or equivalent.
- EQUIVALENCY:** None Specified

**REQUIRED TESTING:**

**CERTIFICATES & LICENSES:**

**FLSA STATUS:**  
Non Exempt

**CONTINUING EDUCATION / TRAINING:**

**CLEARANCES:**

**SALARY GRADE:**  
Classified

Criminal Justice Fingerprint/Background Clearance