



Job Title: Cafeteria Maintenance Shop Foreperson

Department: Maintenance and Child Nutrition
Reports To: Director of Facilities, Maintenance Manager, and Child Nutrition Director
Grade: MT-16
Number of Days: 12 Months
Security Access: None
Current Date: July 31, 2015
Overtime Status: Non-Exempt

Position Summary: The Maintenance Foreperson for the Cafeteria Shop is expected to coordinate projects with other crafts and manage work crews in a manner that promotes a high job completion rate and ensures quality workmanship. The Foreperson will assign tasks/ work orders to the employees and specify methods to coordinate the workflow to facilitate completion of all jobs. Must be willing to work outside in all types of weather conditions and follow all safety requirements. The Foreperson will stock and maintain a running inventory of equipment, supplies, parts, and materials to complete job assignments.

The primary focus for the Maintenance Foreperson for the Cafeteria Shop is to supervise the maintenance shop that focuses on the repair, replacement, and preventive maintenance of all child nutrition equipment with an emphasis on commercial grade refrigeration and commercial grade appliances. This will also include overseeing plumbers, electricians, and electrical appliance technicians to ensure timely repairs on all equipment used in day to day operations in the kitchens and cafeterias for Tulsa Public Schools. In addition, the Foreperson will be responsible for working with and coordination the relocation and installation of commercial grade kitchen equipment as requested by the Child Nutrition department.

This job may include working with outside contractors and vendors for new installation and replacement of kitchen appliances and equipment. This will also include working with other maintenance shops for specialized project work as it pertains to the kitchens throughout the school district.

Minimum Qualifications:

Education:

- High School Diploma or equivalent.
- Completion from an accredited trade school is preferred.

Experience:

- Must have a minimum of 5 years' experience working with commercial refrigeration equipment.

- Must have supervisory and leadership experience.
- Must have working knowledge of up to 20 Ton refrigeration units.
- Knowledge of 5 to 25 ton direct expansion units is a plus.
- Must have working knowledge of large sub-zero commercial grade walk-in freezer storage units.
- Previous working knowledge of commercial kitchen operations preferred.
- Previous experience working with commercial kitchen appliances preferred.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manage Shop Personnel, Training, Staffing, Timekeeping, etc.
- Conduct counseling and corrective action with employees as needed to ensure professional work environment.
- Staff & Site Safety Compliance.
- Screen, Coordinate, and Prioritize Work Orders & Requisition Requests.
- Attend workshops and conferences; keeping informed on current trends that affect job responsibilities.
- Manages multiple projects requiring effective interaction and coordination with internal district departments as well as external parties.
- Request purchase orders for all materials
- Create project schedule for seasonal projects
- Maintain and keep current all construction documents for Kitchens (Submittals, RFI's, change orders, etc.)
- Various other tasks as assigned by the Director and as needed.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have and maintain a current Oklahoma driver's license with no restrictions that would preclude driving on the job.
- Must maintain a current and valid State Mechanical License specializing in refrigeration. HVAC endorsement is a plus. Unlimited Mechanical License or Contractors License preferred.
- Must have EPA certification for removal and disposal of refrigerants, Universal EPA certification preferred.
- Must have a thorough understanding of city codes and EPA regulations.
- Must be able to demonstrate the ability to plan, coordinate work schedules to complete job assignments without direct supervision.
- Must be able to use Microsoft Office Suite.
- Ability to use CMMS software.
- Successful contract negotiation skills is a plus.
- The foreperson must demonstrate the ability to provide estimate of labor and material cost for projects upon request.
- Conduct routine quality control inspections on jobs in progress and following completion.
- Maintain accurate shop inventory for material and tools.
- Must enforce all MSDS requirements and city/state building codes.
- Develop and implement safety awareness program according to OSHA standards.
- Ability to complete new installations and make repairs to refrigeration equipment.

- Ability to work on HVAC equipment is a plus.
- Basic knowledge or plumbing fixtures, gas, water, and drainage systems, hot water heaters, and heating equipment.
- Basic understanding of electrical schematics.
- Ability to read and understand blue prints.
- Ability to read and understand city/state mechanical, electrical, plumbing, and building codes.
- Must be able to work a flexible schedule including evenings and weekends.
- Must have ability and willingness to learn and understand kitchen appliances such as steamers, mixers, warmers, tilt skillets, kettles, and ovens.
- Must be able to maintain consistent and thorough communication between Child Nutrition and Maintenance Management.

Customer Contacts (Internal and External):

- Internal: Director, Supervisors & Forepersons
- External: Site Principals/Administrators and Staff

Supervisory Responsibility:

- Supervises and coordinates activities of workers engaged in the installation, testing and repairs of electrical equipment, HVAC equipment, refrigeration equipment, and plumbing equipment.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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