

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: FOREMAN - TECHNOLOGY

JOB SUMMARY: An employee hired to perform a multitude of tasks and duties pertaining to the organization and operation of the school districts' technical support department, who is responsible to an assigned supervisor. The position is that of a working foreman.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent.
2. Valid British Columbia Driver's License.
3. Valid Certification/Diploma from a Technical Institute/University.
4. Certification in Microsoft and Apple.
5. Minimum of four years' experience in a similar supervisory position.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Work under pressure, multi-task and meet deadlines.
3. Understand, keep current and apply guidelines, regulations, codes and acts from various Ministries and/or enforcing agencies, pertaining to the position.
4. Be self-directed, flexible and work independently.
5. Work with disagreeable conditions from time to time.
6. Solve problems related to the job.
7. Read and understand specialized and technical material related to the position.
8. Maintain confidentiality.
9. Develop effective work methods to handle assigned tasks.
10. Organize and schedule technical support staff.
11. Perform the physical requirements of the job.
12. Assign tasks and ensure a challenging workload for those he/she is supervising.

RESPONSIBILITIES AND DUTIES:

1. Responsible for the organization and operation of the school district's Technicians and Technology Department.
2. Ensure employee compliance to all guidelines, codes, regulations and acts relating to the position.

RESPONSIBILITIES AND DUTIES: cont'd

3. Perform administrative functions such as:
 - purchasing of supplies parts and equipment
 - budget preparation and inventory management
 - estimating and billing of costs
 - supervision of staff
 - hiring and performance evaluations
 - assigning and scheduling of work
4. Maintain close liaison with consultants and school district personnel.
5. Implement, compile and maintain maintenance program records and reports.
6. Responsible for scheduling and co-ordination of work.
7. Perform other job related duties.