

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: CAPITAL FOREMAN

QUALIFICATIONS:

1. Secondary school graduation.
2. Holder of a valid Trades certificate or equivalent and at least five years experience in the construction field.
3. At least Level I Autocad or equivalent.
4. Experience in file management and Microsoft Office or equivalent.
5. Demonstrated ability to prepare and interpret financial statements.
6. Must have supervisory ability and the ability to work with minimum supervision.
7. Must have knowledge of current regulations, codes and safety standards.
8. Ability to read and interpret blueprints and effectively lay out work.
9. Ability to get along well with other people.
10. Good health and sufficient strength to perform the tasks required.

RESPONSIBLE TO: Facior his designate.

SUPERVISES: All Capital related staff, acts as coordinator between trades and outside contractors.

JOB GOAL: To plan, and facilitate district's minor alterations, renovations and capital projects.

PERFORMANCE RESPONSIBILITIES:

1. Assumes the primary responsibility for all annual capital grant, asbestos, seismic and building envelope programs.
2. Assists the Manager of Facilities in the costing and scheduling of all minor alterations and capital related projects that are not contracted out and those that are contracted out.
3. Assists in the preparation of tender specifications and drawings.
4. Ensures that the work of all capital related staff is carried out in an efficient and productive manner.

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5. Assists the Manager of Facilities in developing the section of the budget that pertains to Capital.
6. Ensures that the work of all Capital related staff is carried out in an efficient and productive manner.
7. Recommends supplies and equipment for Capital purposes and maintains an inventory of equipment, materials and supplies.
8. Assists the Manager of Facilities in evaluation of assigned staff and resolving any work-related problems as they arise.
9. Assists in inspecting contractors' work, gives on-site instructions and certifies the completion of work for purposes of payment.
10. Keeps in mind the safety of others including school children.
12. Ensures that the district complies with applicable by-laws and regulations.
13. Performs other duties as required.

EVALUATION

DATE: June 23, 2004

JOB TITLE: Capital Foreman

Factor	Degree	Points	Substantiating Data
1. Knowledge	5	75	Secondary school graduation plus 5 years of education.
2. Experience	8	120	Over 5 years experience
3. Judgment	4	40	Choice of established methods.
4. Mental Effort	3	30	Intermediate and frequent
5. Physical Activity	2	12	Medium/Short
6. Dexterity	4	24	Fine movement/speed is secondary.
7. Accountability	4	40	Serious loss/embarrassment
8. Safety of Others	2	16	Some degree of care required.
9. Supervision of Others			
10. Contacts	5	50	Influencing, persuading, securing cooperation.
11. Disagreeable Conditions	2	20	Minor/Occasional
TOTAL POINTS		477	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

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