

# **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

## **JOB TITLE: SATELLITE TEAM CHIEF (STC) MAINTENANCE DIVISION**

Assists the trade foreman with supervision, planning, scheduling, and coordinating the operational responsibilities of the trade. Operational Responsibility – term used to define responsibilities relating to the actual execution of the plan(s) or procedure(s) required to complete or finalize tasks needed to complete a work order (WO) or assigned task(s). This effort entails overseeing completion of all work orders assigned to the trade zone technicians to ensure emergency and urgent work orders are completed within defined maintenance parameters. Satellite Team Chiefs (STCs) manage trade zone technicians to ensure proper documentation of all logs, work orders, and maintenance reports. STCs will also be responsible for ensuring that the proper documentation of stock items for team members is maintained and replenished as required. Participates with the zone member's shop foreman in the evaluation of the individual team members. Assists the trade foremen in ensuring all team chief vehicles are properly serviced and maintained. Performs other duties and responsibilities as assigned by the foreman. Employee must exercise considerable independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in frequent contact with subordinate workers, supervisors and various department heads to include principals. Reports to the Trade Foreman.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Possesses thorough knowledge of all technical aspects of the trade functions and is able to provide assistance as needed to subordinates working in the trade.

Possesses considerable knowledge of the operational capabilities of the District's computerized work order system and provides assistance as needed to subordinate trade technicians.

Possesses considerable knowledge of all department operating procedures to include, but not limited to, work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures.

Assists the foremen in conducting periodic inventory of all tools and equipment assigned to personnel of the trade; maintain a computerized listing of such inventory; ensure each technician conduct a quarterly inventory of tools and equipment assigned and submits the required report to the director within two weeks of completing such inventory.

Ensures all automotive equipment in the section assigned is operated and maintained as outlined in the District's procedures.

Assists the foreman with coordinating work flow and provides on-the-job training for zone

## SATELLITE TEAM CHIEF

technicians as needed.

Assists the foreman with quality control reviews to ensure the work is completed in accordance with defined standard procedures.

Provides input (based on Key Performance Indicator Parameters) to the trade foreman regarding the operational performance of zone technicians and core as requested.

### **ADDITIONAL JOB FUNCTIONS**

Will possess and maintain a pager and Nextel for 24-hour on-call service support.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Individual must be fully qualified to perform all maintenance requirements within their specific trade with a minimum of five (5) years experience within the school system. Additional credit will be given to those individuals with knowledge of other trades, computer skills, and managerial or supervisory training.

### **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be physically able to operate a motor vehicle (i.e., tractors, bobcats). Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work. **Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

## SATELLITE TEAM CHIEF

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, blueprints, work orders, invoices, etc. Requires the ability to prepare correspondence, evaluations, reports, forms, etc. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and building trades terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to apply the theories of algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using carpenters' tools and woodworking equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as carpentry equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the standard methods, materials and equipment employed in the zone.

## SATELLITE TEAM CHIEF

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of all building trade skills.

General knowledge of the occupational hazards of building trades work and the associated safety precautions.

Skill in the use and care of a variety of hand and power tools necessary to perform zone tasks.

Skill in estimating project costs and effort.

Ability to prioritize tasks and assign workers as appropriate.

Ability to understand and work from blueprints and specifications.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.