

SATELLITE TEAM CHIEF (STC)

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE- SATELLITE TEAM CHIEF (STC)

MAINTENANCE DIVISION

AUXILIARY SERVICES

Under occasional supervision, plans, schedules, coordinates, and oversees completion of all work orders assigned to the zone that the team is working in. Directs and controls the operation of the satellite maintenance team to ensure emergency and urgent work orders are completed within defined maintenance parameters. STCs must have the ability to administratively manage technicians to ensure the proper documentation of all logs, work orders, and maintenance reports. STCs will also be responsible for the proper documentation and reporting of all leave (sick or annual), and other non-duty time of all team members and ensuring bench stock items for team members are maintained and replenished as required; Participates with the team member's shop foreman in the evaluation of the individual team members. Ensures all team vehicles are properly serviced and maintained; Performs other leadership and management duties as required to support the team operations. 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 Program Administrator II– General Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

STC are required to continue to perform all maintenance requirements in their specific trade within their assigned satellite area.

Considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

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

Responsible for the ensuring all supply personnel are trained in the proper use of all material

SATELLITE TEAM CHIEF (STC)

handling equipment assigned to the supply section.

Responsible for the ensuring all automotive equipment assigned the section is operated and maintained as outlined in applicable district's procedures.

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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

Experience, skill, and training required: Individual must be fully qualified to perform all maintenance requirements within their specific trade. Must have 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.

SATELLITE TEAM CHIEF (STC)

Data 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.

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 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.

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

General knowledge of all building trade skills.

SATELLITE TEAM CHIEF (STC)

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

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.