



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

**Job Title: Electronics Foreperson**

**Reports to:** Director of Maintenance  
**Department:** Maintenance  
**Number of Days:** 12 Months  
**Compensation:** Grade 16  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** May, 29 2007

**Position Summary:** Supervise and coordinate activities of the employee's in the Electronics Shop in the installation, testing, inspection and repair of electronic equipment. Assign tasks/work orders to the employee's and specify methods to coordinate the workflow to facilitate completion of all jobs. Stock and maintain a running inventory of parts and materials to complete job assignments.

### **Qualifications/Job Requirements:**

#### **Education:**

- High school diploma or equivalent

#### **Specialized Knowledge, Licenses, etc:**

- City and state journeyman license is required, city contractor license preferred.
- Must have a general knowledge and/or experience in all areas of electronic equipment
- Must have ability to read wiring diagrams and schematics

#### **Experience:**

- 5 years experience in electronics

#### **Specified Training Skills:**

#### **Physical Requirements (If Applicable):**

- Lifting - May exceed 50lbs
- Climb ladders and scaffolds.

#### **Other:**

- Must be a self starter, highly motivated with a positive attitude
- Capable of relating to management staff and other employees
- Ability to plan and coordinate work schedule to complete job assignment(s) without direct supervision
- Skilled in operating all types of equipment assigned to department.

### **Customer Contacts (Internal and External):**

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

### **Essential Functions:**

- Supervises and coordinates activities of workers engaged in the installation, testing and repair of TV Production Truck, CATV, Distant Learning Systems, TV / VCR / DVD, Digital Camera / Camcorder, Overhead Projector, PA System, Lighting Dimmer Board / Sound System, Intercom Systems, Laminators, Copy Machines, Master Clock / Secondary Clocks, Bell Systems, KRONOS Clocks, Scoreboards / Message Boards / Delay of Game Timers, Kilns, etc.
- Assign tasks to workers and specifies methods of coordinating workflow to facilitate completion of all jobs.
- Keep records of time and material for all jobs.
- Perform preventative maintenance of all Electronic equipment
- Coordinates with others shops as needed.
- Various other tasks as assigned by the Director and as needed.