

**Job Title:** FOREMAN, MAINTENANCE  
**Reports to:** Maintenance Coordinator  
**Dept./School:** Maintenance  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** JUNE 21, 2021

### **Primary Purpose**

Assist in directing and managing the district maintenance operations. Assist in maintaining physical school plant in a condition of operating excellence so that full educational use may be made at all times. Provide students with a physical learning environment that is safe, clean, attractive, and functional.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma / GED

### **Special Knowledge/Skills**

Knowledge of basic principles of construction, school plant maintenance, and custodial operations  
Ability to manage budget and personnel  
Ability to coordinate district function  
Ability to interpret policy, procedures and data  
Ability to read blueprints and schematics  
Strong organizational, communication and interpersonal skills

### **Experience**

Three years supervisory experience in maintenance and custodial operations, preferred  
Five years experience in maintenance and custodial operations

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Building Maintenance and Repair**

1. Assists in directing and managing the maintenance operations of the district.
2. Assists in receiving and processing work orders for repair and maintenance of buildings and grounds.
3. Assists in developing and maintaining written departmental procedures for maintenance, repair and operations of all district buildings and equipment.
4. Assists in preparing plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.

### **Policy, Reports, and Law**

5. Assists in implementing federal and state law, State Board of Education rule and local board policy in maintenance and custodial areas of responsibility.
6. Assists in compiling, maintaining and filing all physical and computerized reports, records and other documents required in the maintenance and custodial areas of responsibility.
7. Assists in preparing data necessary to process the maintenance payroll.

### **Budget and Inventory**

8. Assists in administering the maintenance budget and ensuring that programs are cost-effective and funds are managed prudently.
9. Assists in compiling budgets and cost estimates based on documented program needs.
10. Assists in planning and directing inventory and stock control program for equipment and supplies.
11. Assists in initiating purchase orders and bids in accordance with budgetary limitations and district policies.
12. Assists in replacing and maintaining a current inventory of supplies and parts to avoid delay when reordering.
13. Assists in approving and forwarding invoices and purchase orders for the maintenance department to the Chief Operations Officer.
14. Assists in recommending disposal of obsolete equipment and purchasing replacement equipment when necessary.

### **Personnel Management**

15. Assists in assigning work to maintenance personnel and oversee the completion of the assigned work.
16. Assists in preparing, reviewing and revising job descriptions within the maintenance department.
17. Assists in evaluating job performance of employees to ensure effectiveness.
18. Assists in recruiting, training and supervising maintenance personnel and making sound recommendations about personnel placement, transfer, retention, and dismissal.

### **Safety**

19. Assists in maintaining safety standards in conformance with federal, state and insurance regulations and developing a program of preventive safety.
20. Assists in ensuring that equipment is maintained in operating and optimum condition.

### **Other**

21. Assists in performing disaster duty when needed.
22. Assists in attending professional growth activities to keep abreast of innovative techniques in maintenance operations.
23. Assists in responding to after hours emergencies as needed.
24. Assists in performing other duties as assigned by supervisor.
25. Assists in maintaining confidentiality of information.

### **Supervisory Responsibilities**

26. Assists in supervising and evaluating performance of skilled craftsmen, grounds supervisors and support staff assigned to the maintenance department.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent district-wide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections of all maintenance and custodial facilities and construction projects.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_