TITLE: **General Maintenance Foreman – Facilities Management**

QUALIFICATIONS:

1. Has ~~college level course work in business administration, one or more maintenance~~ ~~disciplines or related field~~ certification, licensure, specialized training, credentialing, coursework or degree(s) in one or more maintenance, construction or building trade fields
2. Has a minimum of five years’ experience in the facility maintenance or commercial construction field
3. Has excellent oral and written communication skills
4. Has demonstrated ability and aptitude in project management, building management trades, and construction practices and laws governing the repair of public buildings ~~or competence for assigned responsibilities~~
5. Has demonstrated the ability or potential to communicate and work effectively with staff and community
6. Computer literate
7. Has ability to read, interpret and work from construction drawings and blueprints
8. Possesses a valid driver's license and ability to operate equipment and tools for specific task to be assigned

REPORTS TO: Director of Facility Management

JOB GOAL: To maintain the physical school plant and its grounds in a condition of operating excellence so that educational use may be made of them at all times

PERFORMANCE RESPONSIBILITIES:

1. Plan, organize, coordinate and oversee~~s~~ day-to-day maintenance activities to assure the proper and efficient maintenance and repair for District buildings and facilities
2. Adjust work schedule ~~work~~ ~~second shift~~ as appropriate to provide safe operation of schools and deal with emergencies
3. ~~Process purchase orders with Manager's approval for supplies and equipment from approved vendors~~ Develop and prepare work schedules; review maintenance reports and work orders; coordinate responses to emergency calls
4. ~~Make recommendations for maintenance supplies and equipment based on knowledge of product use, personal experience and input from maintenance staff~~ Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work request(s), work performance and work safety as assigned
5. Train, supervise and evaluate ~~assist in~~ the performance ~~evaluation~~ of assigned maintenance and skilled trades staff; assign and review work and participate in the selection of new personnel as assigned
6. Develop and manage systematic preventive maintenance program ~~a safe working environment for workers and school personnel~~
7. ~~Conduct weekly and monthly safety meetings with assigned employees~~ Assist in determining needed equipment, materials and supplies for the District facility management operations; requisition of supplies, tools and equipment
8. ~~Manage the tasks assigned by supervisor~~ Communicate and manage products and work with vendors, contractors and inspectors regarding maintenance activities, special projects, materials, specifications; manage assigned work to completion
9. ~~Monitor the condition and usage of all Board of Education property~~
10. Develop ~~programs/procedures that maintains and tracks Board property to include hand tools, power tools and supplies~~ and maintain a safe working environment for maintenance staff and school personnel; conduct regular safety meetings with assigned personnel.
11. Review incomplete work orders weekly and monthly. Investigate incomplete work orders with assigned ~~mechanic~~ staff to determine if there is a reason for the delay
12. Provide field supervision of assigned personnel to insure timeliness and quality of work. ~~Conduct regular audits of completed work~~
13. Conduct inspections of buildings and grounds to determine maintenance and repair needs and quality of work performed
14. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 23)
* 8 per day
* 40 per wk.
* 260 days
* 12 months
* Board approved: 4-8-2004, Revised: 1-9-2014