

RSU No. 5 Durham ~ Freeport ~ Pownal
Maintenance Working Foreman Job Description

QUALIFICATIONS:

1. High School diploma or equivalency diploma
2. Demonstrates competency and experience in all areas of services/responsibilities
3. Holds current valid State of Maine CDL with P & S endorsements or must obtain within 6 months of employment)
4. Maintains a clean driving record necessary to maintain commercial driver's license
5. Demonstrates competency and experience in all areas of services/responsibilities

REPORTS TO:

Director of Facilities and Transportation, building administrators, or designee

JOB GOAL:

To provide students, staff, and the general public with a safe, clean, comfortable and efficient place to work, learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Works flexible hours to meet the needs of RSU No. 5,
2. Obtains necessary licenses as required by RSU No. 5,
3. Keeps the interest of the safety of the students and staff foremost in all aspects of employment,
4. Receives maintenance requests daily, prioritizes maintenance needed, assigns duties to qualified personal, assesses the progress of the assigned duties throughout the day,
5. Performs routine maintenance duties such as minor electrical repairs, plumbing repairs, wall repairs, light carpentry, and other duties necessary to ensure a safe well maintained facility,
6. Monitors and communicates with custodial staff to ensure building needs are met,
7. Maintains open and productive communication with Director of Facilities & Transportation, administration, staff and students,
8. Promptly reports to the Director of Facilities & Transportation and the Building Administrator any major repairs needed and/or occurrences of vandalism,
9. Oversees deliveries as needed, (E.g. paper, office supplies, and routine deliveries),
10. Follows and demonstrates proper safety procedures when operating equipment and complies with safety, OSHA and EPA regulations,
11. Ensures that drivers absences are covered with another driver,
12. Communicates with the mechanic about availability and condition of the buses,
13. Ensures all buses are safe, staffed, and in proper running condition,
14. Schedules buses and assigns drivers for all sports trips, field trips, and school functions,
15. Communicates and meets with Director of Athletics or Building Administrator as needed,
16. Addresses any issues regarding sports trips, field trips, and school functions,
17. Notifies Director of Facilities & Transportation whenever leaving district on school business during the scheduled work hours,
18. Informs Director of Facilities & Transportation of his or her absence in a timely manner,
19. Ensures bus garage doors and windows are secured, and the lights are off at the end of the day,
20. Attends safety, staff, and training meetings,
21. Follows procedures in order to complete various setups for functions (E.g. graduation, meetings, et, al.),
22. Follows proper safety procedures when operating equipment and complies with safety, OSHA and EPA regulations,
23. Remains on school premises during work hours with the exception of scheduled breaks,
24. Maintains a regular schedule to ensure that daily responsibilities are performed, has regular attendance, and is punctual for assignments,
25. In a timely manner, informs Director of Facilities and Transportation of his or her absence and logs absences into absentee system,
26. Displays the poise of a disciplined person; is tactful in dealing with others; is resourceful and self reliant; demonstrates respect for self and others, accepts feedback and follows instructions,
27. Follows the proper channels of command and exercises confidentiality of privileged information relating to school and personal matters,

28. Sets a good example in the areas of personal hygiene, neatness and proper dress, courtesy, consideration, cooperation and proper use of language. Vulgar or sexually suggestive language is not permitted at any time and
29. Performs all other related duties as deemed necessary by the Director of Facilities and Transportation and/or the building administrator.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand the policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting, bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.
8. Lift up to 50 pounds.

Legal and Ethical Duties:

1. Maintains confidentiality on all aspects of student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students, staff and parents.
4. Follows health and safety procedures established by RSU No. 5.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the proper chain of command for concerns and exercises confidentiality of privileged information relating to school and personnel matters.
8. Observes Board and school policies.
9. Meets and follows all State and federal laws and regulations.

TERMS OF EMPLOYMENT:

In accordance with the negotiated agreement.

EVALUATION:

Director of Facilities and Transportation will evaluate the performance of this job annually in accordance with this document.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Printed Name: _____

Employee's Signature: _____ **Date:** _____

Revised: November 26, 2019

Original to Personnel File

Copy to Employee

Adopted: February 29, 2016 Revised: June 16, 2016 Revised: November 26, 2019

Original to Personnel File

Copy to Employee

Adopted: February 29, 2016 Revised: June 16, 2016 Revised: November 26, 2019