

**ST. TAMMANY PARISH SCHOOL BOARD**

**Department of Human Resources**

**Job Description**

**TITLE:** Foreman (FLSA Status: Exempt)

**MINIMUM QUALIFICATIONS:**

1. U. S. Citizen or authorized alien.
2. High school graduate or equivalent
3. Eight (8) years of practical experience in a broad field of building and equipment maintenance of which at least three (3) years were spent in supervisory capacity.
4. Ability to prepare and follow written instructions.
5. Possesses valid Louisiana Chauffeur's License.

**REPORTS TO:** Assistant Director of Maintenance

**JOB GOAL:** To maintain present, and add enhancements to, school sites and facilities to provide a pleasant and safe environment for the well being of students, employees and others to promote positive learning environment for students.

**JOB SUMMARY:**

Supervisory position related to work involved in maintaining and enhancing school sites and facilities.

**ESSENTIAL JOB FUNCTIONS:**

1. Acts as Foreman over a crew of men to maintain and enhance school sites and facilities with all attendant responsibilities assigned and implied.
2. Assists in the inspection of school buildings and all mechanical equipment with recommendations for repairs and upkeep.
3. Procures materials, supplies, and repairs equipment, as necessary.
4. Assists in the solution of problems peculiar to that specific phase of work involved.
5. Works closely with the Assistant Director of Maintenance in maintaining the best possible production standards.
6. Works closely with the Assistant Director of Maintenance in establishing the annual maintenance budget.
7. Supervises, works, and furnishes technical advice in field operation such as electrical, heating and air conditioning, plumbing, building, earth work, drainage, etc.
8. Responsible all School Board owned tools, and equipment assigned to him/her or used by his/her crew.
9. Effectively recommends recruitment, retention, evaluation, discipline and termination of maintenance employees

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Other related duties as assigned by appropriate authority.

**PHYSICAL DEMANDS:**

1. Must be in good health.
2. Possesses physical skills and stamina to perform his job responsibilities.
3. Ability to climb ladders or to position oneself in the inspection of building, grounds, and other structures and facilities.

**ENVIRONMENTAL CONDITIONS:**

The Foreman performs his duties both inside and outside. The Foreman can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and of a variety of inclines.

**TERMS OF EMPLOYMENT:** Twelve (12) months per year, salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

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

**Reviewed and Agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Employee)

\_\_\_\_\_  
Employee's Name (Please Print) Employee Identification Number

**Original – Human Resources Department Copy - Supervisor Copy - Employee**