

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Operations Foreman

**EMPLOYEE CATEGORY:** 6/Educational Support Personnel

### **QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years successful custodial and minor maintenance experience.
- (3) Possess a valid state of Florida Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Proficient in the use of custodial equipment and cleaning chemicals. Possess knowledge of OSHA standards relating to assignment. Possess effective oral and written communication skills. Ability to assume assigned responsibilities and work harmoniously with others. Ability to organize and prioritize. Possess supervisory skills. Ability to understand and generate verbal and written instructions and reports.

**REPORTS TO:** Executive Director of Facilities and Maintenance

### **JOB GOAL**

To provide the utilization of all necessary human and material resources to meet the highest sanitation and safety standards for all buildings and grounds.

**SUPERVISES:** Assigned Personnel

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

- (1) Assist immediate supervisor with coordinating, supervising and utilizing custodial services available.
- (2) Perform routine maintenance, custodial and grounds services for safety and appearance, including operation and care of equipment.
- (3) Assist immediate supervisor in identifying needs relating to custodial, maintenance and safety issues.
- (4) Provide for the opening and/or securing of the facility as assigned.
- (5) Assist with lifting or moving of heavy objects.
- (6) Supervise the disbursement and use of custodial supplies.
- (7) Assist the custodial staff in utilizing the most effective cleaning techniques.
- (8) Comply with local laws and procedures for the storage of flammable materials and disposal of trash, rubbish and waste.
- (9) Conduct periodic inspections of electrical installations as to their safe condition and report to immediate supervisor.
- (10) Regulate heating and cooling systems to provide temperature appropriate to the season and ensure economical usage of fuel, water and electricity.

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- (11) Assist in monitoring halls, walkways, restrooms and lunchroom areas as required.
- (12) Serve as shipping and receiving agent for school materials, supplies and equipment.
- (13) Participate in casualty prevention tests and inspections as required.
- (14) Provide for the opening and securing of the facilities as assigned.
- (15) Assist with grounds maintenance as required.
- (16) Arrange for substitute custodians as needed.
- (17) Fuel and check / add oil on buses and maintain appropriate records.

**Inter / Intra-agency Communication and Delivery**

- (18) Communicate effectively with staff and administration.
- (19) Keep the Director informed of potential problems or unusual events.
- (20) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- (21) Demonstrate initiative in the performance of assigned responsibilities.
- (22) Provide for a safe and secure workplace.
- (23) Model and maintain high ethical standards.
- (24) Follow attendance, punctuality and proper dress rules.
- (25) Maintain confidentiality regarding school matters.
- (26) Maintain positive relationships with staff.
- (27) Participate in workshops and training sessions as required.

**System Support**

- (28) Prepare all required reports and maintain all appropriate records.
- (29) Follow all School Board policies and school policies and procedures.
- (30) Exhibit interpersonal skills to work as an effective team member.
- (31) Demonstrate support for the School District and its goals and priorities.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:** Heavy Work

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:** 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:** Annually by the designated Administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER:** Item 32, Level I or Level II **OR**  
 Item 33, Level I  
 Dependent upon site assignment