OPERATIONS FOREMAN

POSITION: Operations Foreman

REPORTS TO: Director of Operations

LOCATION: Division of Supporting Services

NATURE OF WORK:
This position provides leadership, technical support, and assistance to all Building Service staff in maintaining school facilities in a condition of operating excellence, cleanliness, and safety, and provides training to custodial staff and ensures consistency of custodial care at all facilities.

ESSENTIAL FUNCTIONS:
▪ Ensures all Operations Department policies and procedures are followed at all sites, and that a high level of customer service is maintained at all times;
▪ Generates site cleaning plans and instructs staff regarding best practices;
▪ Inspects sites for cleanliness;
▪ Inspects sites for safety compliance and maintains appropriate documentation;
▪ Ensures operational files and records are maintained and current;
▪ Provides support and technical assistance to staff at all school locations.
▪ Develops training modules and protocols and instructs building service personnel in all aspects of their work practices;
▪ Coordinates the school district’s Integrated Pest Management Program (IPM) in congruence with the Maryland State Department of Agriculture;
▪ Responds to and supports alarm calls and emergency situations in schools as they occur.
▪ Manages custodial equipment inventory, repair, deployment, compiling relevant data to guide equipment purchasing decisions.

ILLUSTRATIVE EXAMPLES OF WORK:
▪ Develops, coordinates, and teaches team cleaning and summer cleaning strategies and approves plans for all sites;
▪ Teaches proper use and care of all custodial equipment;
▪ Investigates IPM related issues and liaises with contracted vendors to implement and track solution strategies;
▪ Role models effective customer services practices;
▪ Monitors building systems, such as the fire alarms, security systems, temperature control, heating, air conditioning, and electric;
▪ Conducts periodic surveillance visits and reports in accordance with Asbestos Hazard Emergency Response Act (AHERA) legislation;
▪ Liaises with state agencies regarding district compliance with environmental legislation.
▪ Coordinates operational support of all non-school buildings, such as the Elms Environmental Center, Central Administration, Division of Supporting Services.

DUTIES AND RESPONSIBILITIES:
▪ Establishes standards and procedures for the custodial care of all school facilities;
▪ Inspects and provides quality control for the custodial care of all school facilities;
▪ Assists in the selection, assignment, scheduling, and training of operations personnel;
▪ Monitors the performance of contracted services, and ensures compliance with state and federal legislation;
▪ Researches custodial equipment and industry best practices;
▪ Directs the work of all Building Service personnel;
▪ Assists with coordinating Building Service personnel assignments to provide uninterrupted services to all schools and sites;
▪ Manages the custodial equipment repair service program;
▪ Inventories and manages light bulbs for all schools and office locations;
▪ Prepares organizational and other reports for various departmental targeted areas;
▪ Ensures safe work practices of operations personnel and trains staff on correct usage of personal protective equipment;
▪ Support the school district’s compliance with AHERA;
▪ Monitor and respond to building alarm system communication.

QUALIFICATIONS:
▪ Graduation from High School (or GED) required;
▪ A minimum of five years of experience in building operational management;
▪ Other combinations of applicable education, training, and experience, which would provide the knowledge, abilities, and skills necessary to effectively perform in this position;
▪ Possess and maintain a valid driver’s license with no more than the equivalent of four (4) points;
▪ Possesses considerable knowledge of methods, materials, and practices used in custodial maintenance and custodial equipment;
▪ Ability to obtain certification as an AHERA Inspector;
▪ Ability to communicate effectively both orally and in writing;
▪ Utilization of computer applications and electronic file management; and
▪ Computer literate with a working knowledge of Microsoft Office programs.

TERM OF EMPLOYMENT:
Full-time twelve-month position.
Hours for this position are typically 11:00 AM to 7:30 PM but vary to meet the needs of the school district.

SALARY GRADE RANGE:
The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 20.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.22.21