

**Classified Personnel
Job Description**

POSITION TITLE: Maintenance Department Foreman

QUALIFICATIONS: Shall communicate effectively both orally and in writing.
Shall have an adequate working knowledge of the following areas:

1. Maintenance and operation of boilers.
2. Maintenance and operation of sewage plants.
3. Maintenance and operation of water systems.
4. Maintenance and operation of heating and cooling systems.
5. Maintenance and operation of general electrical appliances and equipment.
6. General building maintenance including roofing, plumbing, electricity, brazing and welding.
7. Adequate knowledge of record keeping and inventory control.

Shall have a high school diploma or GED.

PHYSICAL REQUIREMENTS: Shall have the ability to lift, stoop, push, pull, climb, drive, any and all body movements as related to the job description.

RESPONSIBLE TO: Director of Facilities and Transportation

GENERAL DUTIES: Shall perform any and all necessary assignments to assure a safe and healthy environment for students and staff.
Shall provide general supervision of assigned subordinates.
Shall demonstrate knowledge of the position.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the principal and staff.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall work with supervisor to provide oversight in the field for any maintenance operations, supplying direction and assistance as needed
Shall be responsible for the care and cleanliness of any assigned maintenance vehicle.
Shall exercise due diligence in the care of any tools and equipment used in specific assignments so that they are in good working conditions.
Shall maintain any assigned storage and work area in a neat, clean and orderly condition so that materials and tools are accessible and an area is provided such that work may be accomplished in a safe and efficient manner.
Shall be responsible for the effective and efficient utilization of any maintenance man assigned.
Shall train other staff in areas as directed by supervision.
Shall maintain and repair the following as directed by supervision:
Boilers, Chillers, HVAC Systems, Appliances, Refrigeration Systems, Electrical Systems, Wiring Systems and Components, Plumbing, Carpentry and any other general equipment.
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 260 days (8 hours per day)

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.
Updated 9/24/18