

MAINTENANCE FOREMAN



Maintenance and Custodial Services Department

Purpose:

The Maintenance Foreman (Carpentry Foreman) helps ensure attractive, sanitary and safe facilities for students, staff and the public by planning, directing and performing highly skilled carpentry work on District buildings and facilities and leading the work of carpentry staff, including Glazing, Roofing, Locks and Hardware, Painting, and general maintenance.

The Maintenance Foreman (Grounds Foreman) helps ensure attractive, sanitary and safe school campuses and sites for students, staff and the public by planning, directing and performing highly skilled landscaping and grounds work on District property and leading the work of the Grounds staff.

The Maintenance Foreman (Courier Foreman) helps ensure a timely and safe delivery of products and materials throughout the District, oversees surplus warehousing of goods at multiple locations, and manages excess inventory according to state surplus guidelines. Leads work of all mail room, warehouse and courier staff.

Reports to: Maintenance Services Supervisor and Maintenance Services Field Supervisor

Nature & Scope:

The Maintenance Foreman works independently following standardized routines under general supervision. The nature of the work requires adherence to policies, procedures and regulations to technical norms of the trade; however, independent judgment and decision-making is at times required in the application of the trade. The incumbent interfaces with school administrators, staff, teachers, colleagues, students and visitors. This position must perform with a high level of professionalism and demonstrate strong organizational skills. The incumbent does not have supervisory responsibilities, but does lead and monitor the work of carpentry or grounds staff.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Develops training programs in use and care of equipment and tools, and methods and standards related to Carpentry, Grounds, or Courier and Warehousing trades; including proper safety standards and practices.
3. Responds to after-hours emergency calls.
4. Inspects sites of assigned projects to assess products and procedures to be used and develops work plans and objectives.

5. Establishes preventive maintenance schedules and priorities for repair work.
6. Prepares work records, inventory records and reports.
7. Estimates material and labor needs for various maintenance projects and prepares the necessary shop drawings, work plans and cost estimates.
8. Ensures all work complies with relevant building, health and safety codes and standards.
9. Organizes, schedules, assigns and reviews the work of the crew. Coordinates assignments and projects with employees and provides on-site direction and oversight as needed.
10. Submits requests for supplies, equipment and personnel.
11. Maintains inventory of materials, equipment and tools.
12. Keeps records of equipment used and work done.
13. Ensures a safe and accident free work area.
14. Updates technical knowledge and skills on a consistent basis.
15. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
16. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

Maintenance Foreman (Carpentry)

17. Performs skilled building maintenance and repair work in Carpentry.
18. Plans and performs skilled carpentry work necessary for the maintenance, repair, remodeling or construction of District buildings, facilities, structures and equipment, including but not limited to: roofing system maintenance and repairs, wall and ceiling repairs, maintenance and repair of hard surface floors and carpeted floors, repair and or replacement of building siding, cabinet and fixture repairs, and repair and or replacement of laminate countertops.
19. Incorporates OR-OSHA and asbestos rules and regulations as they apply to roofing and construction work environments.
20. Directs work projects, including preparing shop drawings, work plans and cost estimates; applying for building permits; and complying with code requirements and inspections.
21. Inspects building alterations proposed or completed by contractors to ensure compliance with trades specifications and safety standards.
22. Reads and interprets schematics, plans and specifications in accordance with established procedures. Works from blueprints, shop drawings and diagrams.
23. Designs, constructs, and installs cabinets, bookcases, door frames, counter-tops, bulletin boards, shelves, fences, and partitions.
24. Performs interior finishing work such as plastering, sheetrock, painting vinyl board, and ceramic tile.
25. Mixes, pours, and finishes concrete for ramps, walkways, stairs, and walls.
26. Performs structural framing of walls, roofs, beams and columns.
27. Operates various types of specialized tools and equipment common to the carpentry trade, including lathes, planers, routers, grinders, shapers, joiners, sanders, band saws, drills, and other woodworking equipment.

28. Directs work projects, including preparing shop drawings, work plans and cost estimates; applying for building permits; and complying with code requirements and inspections.
29. Directs and supports the work of Maintenance Crew, which includes carpenters, locksmiths, painters, glaziers and roofers; organizes work plans and ensures the quality of work.
30. Reviews mechanical operation and maintenance manuals from new construction and remodeling projects to ensure their accuracy and completeness.
31. Updates technical knowledge and skills on a consistent basis.
32. Participates in training programs.
33. Trains department employees in proper techniques and procedures in the use of tools and equipment.

Maintenance Foreman (Grounds)

17. Performs skilled building maintenance and repair work in Grounds.
18. Directs work projects, including preparing shop drawings, work plans and cost estimates; applying for building permits; and complying with code requirements and inspections.
19. Inspects building alterations proposed or completed by contractors to ensure compliance with trades specifications and safety standards.
20. Reads and interprets schematics, plans and specifications in accordance with established procedures. Works from blueprints, shop drawings and diagrams.
21. Maintains the physical condition of outdoor facilities of the District by performing a wide variety of basic landscaping and repair tasks including but not limited to: general upkeep and repair tasks, string trimming, mowing and edging, raking, weeding and bed work, pruning of shrubbery and light tree pruning, leaf removal, blowing of hard surfaces, transplanting and planting materials, assisting with landscape cleanup projects.
22. Applies pesticide using diverse types of equipment from back pack sprayers through powered spray equipment.
23. Assists in maintenance of department service yard, metal recycling dumpsters, wash bay, yard debris, pallet disposal and construction debris areas, exterior storage areas and interior shop areas.
24. Removes snow and ice as necessary from parking lots, pathways and other public thoroughways.
25. Uses tractors, backhoes, stump grinders, large pull behind leaf vacuums, forklift, mowers; 21" through large production mowers, lifts, trailers up to 20', chain saws, hedgers, hard edgers, blowers, fertilizer spreaders and seeders, four-wheel drive vehicles and winch operations.
26. Assists in leaf removal.
27. Assists in maintenance of the department service yard, metal recycling dumpsters, wash bay, yard debris, pallet disposal and construction debris areas, exterior storage areas and interior shop areas.
28. Inspects school grounds, athletic fields and other assigned areas, identifies safety hazards and maintenance needs, and reports accordingly.
29. Plans and performs skilled landscaping work necessary for the maintenance and upgrading of District grounds.

30. Supervises crews and oversee skilled work in planting, fertilizing, pruning, spraying and maintaining shrubs, trees and landscaped areas.
31. Coordinates and participates in pesticide applications, planting and fertilizing activities.
32. Oversees snow removal operations, salt, pumice and other applications on District property.
33. Advises staff and coordinates planning, installing and repairing automatic sprinkler systems.
34. Makes emergency irrigation repairs and troubleshoots malfunctions.
35. Updates technical knowledge and skills on a consistent basis. Must be willing to participate in training programs for irrigation, playgrounds, artificial turf maintenance, GMAX testing, Public Pesticide Applicators Licensing, and equipment operations and safety.
36. Trains grounds employees in proper techniques and procedures in the use of tools, equipment and chemical applications.

Maintenance Foreman (Courier)

17. Performs duties as Courier Foreman with a high level of detail and organization while managing warehousing and distribution of goods.
18. Performs all functions of the Lead Courier in addition to providing Foreman level oversight for all warehousing, surplus distribution, mail room and courier activities throughout the district.
19. Responsible for managing logistics operations in department moves, facility opening and closures, and receiving of goods from outside agencies.
20. Management and or sale of surplus inventory and tracking of fixed assets.
21. Coordinates with district mechanic regarding maintenance and repair needs for all courier vehicles and warehousing equipment.
22. Organizes and oversees delivery and setups for special meetings and events and maintains effective communication with involved staff and trades.
23. Provides oversight of secure file process and storage.
24. Organizes and arranges for mail route / mail room coverage in the event of absences.
25. Works closely with Supervisor and or Resource Conservation Specialist to plan and implement recycling programs to redirect materials entering the waste stream.
26. Plans and organizes the ordering and distribution of materials needed for annual teacher moves.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a high school diploma or G.E. D.
2. Must have completed trade school or possess equivalent specialized training in one or more trades, or possess relevant experience in one or more trades and to demonstrate an ability to perform the required tasks.
3. Must have three years of trades experience as a lead worker or in a leadership role.

4. Must be familiar with methods, materials, equipment and tools used in the incumbent's area of expertise.
 5. Must be able to pass a physical exam.
 6. Must be able to pass a criminal background check.
 7. Must possess a valid Oregon or Washington driver's license.
 8. Must demonstrate the ability to operate equipment and solve problems related to equipment operations and must be able to safely and effectively operate power equipment such as drills, saws, etc.
 9. Must be able to safely load, transport, and unload lift equipment using a full sized truck and trailer and must be able to operate a truck with attached trailer, or other pull-behind equipment up to 20' in length, and to back up a trailer into small spaces.
 10. Must be able to operate small lift equipment, power and hand tools, and must possess the ability to work from ladders.
 11. Must possess general knowledge of construction and maintenance including preventive maintenance techniques and systems.
 12. Must be familiar with standards, methods, materials, equipment and tools used in a variety of trades and a deep understanding of standards, methods, materials, equipment, and tools used in his/her specific trade.
 13. Must be able to read, understand and follow multi-step written and verbal instructions in English.
 14. Must be able to perform basic math calculations.
 15. Must demonstrate understanding of basic health and safety standards to comply with District and State regulations.
 16. Must be knowledgeable of building codes and maintenance and repair standards.
 17. Must possess strong computer use.
 18. Must be able to comply with District and State regulations as they relate to District building and safety.
 19. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.
 20. Must demonstrate flexibility to changing working environments.
 21. Must be able to maintain the physical stamina to perform heavy lifting, prolonged standing, crawling, climbing, and working in various types of weather.
 22. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.
- Maintenance Foreman (Courier)**
23. Must possess current Food Handler Card.

Additional Requirements Specific to this Position:

- Maintenance Foreman (Grounds) must possess Public Pesticide Applicator's License.

Working Conditions:

The Maintenance Foreman (Carpentry Foreman and Courier Foreman) works both indoors and outdoors; the Maintenance Foreman (Grounds Foreman) works primarily outdoors. The work requires regular physical effort and the occasional lifting of moderate to heavy objects as well as the ability to climb various structures and work from ladders and scaffolding. The work environment may include work in cramped or confined spaces, moderate noise, warm temperatures and exposure to flying debris, nails, sawdust, fumes and vibrations. Other potential

hazards include but are not limited to: cuts, chemicals, dust, toxins, dirt, power/hand-operated equipment and machinery. The incumbent will frequently stand, kneel, climb ladders, bend, stoop and reach in the normal course of their workday. The incumbent will routinely lift up to 55lbs, by him/herself and lift more than 55lbs with assistance.

Regular travel to all District sites will be required and occasional statewide travel. The incumbent may be required to work extended hours in case of emergency.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

Date Revised: August 22, 2023

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.