

ST. MARY'S COUNTY PUBLIC SCHOOLS EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

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 within one assigned region, 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:

- Ensure all Operations Department policies and procedures are followed at all sites, and that a high level of customer service is maintained at all times;
- Respond to and supports alarm calls and emergency situations in schools as they occur;
- Manage custodial equipment, repair, training of staff, and deployment based on site need;
- Possess the flexibility to work different hours depending on the needs of the system (Hours for this position are typically 11:00 AM to 7:30 PM but vary to meet the needs of the school district);
- Ability to communicate effectively both orally and in writing; and
- Ability to effectively use computer applications and electronic file management;
- Develop, coordinate, and teach team cleaning and summer cleaning strategies and approves plans for all sites;
- Teach proper use and care of all custodial equipment;
- Model effective customer services practices;
- Monitor building systems, such as the fire alarms, security systems, temperature control, heating, air conditioning, and electric;
- Coordinate operational support and staffing of educational programming and events at SMCPS facilities.

DUTIES AND RESPONSIBILITIES:

- 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;
- Responsible for work order management and state inspection planning at regional sites;
- Supports the school district's Integrated Pest Management Program (IPM) in congruence with the Maryland State Department of Agriculture;
- Supports the school district's Indoor Air Quality (IAQ) Program in congruence with the Environmental Protection Agency's Tools for Schools initiative;
- Investigates IPM and IAQ related issues and liaises with staff and contracted vendors to implement and track solution strategies;
- 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 hiring process 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 Building Service personnel and substitutes within their assigned region;
- Assists with coordinating Building Service personnel assignments to provide uninterrupted services to all schools and sites;
- Observes and tracks data on custodial equipment care and maintenance, employee work performance, employee daily assignment sheets, cleaning plan effectiveness;
- Supports inventory management of supplies 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;
- Designated “emergency personnel,” and helps monitor and respond to building alarm system communications, including participating in paid, on-call periods for after-hours response.

QUALIFICATIONS:

- Graduation from High School (or GED) required;
- A minimum of five years of experience in building operational management;
- Possess and maintain a valid driver’s license with no more than the equivalent of four (4) points; and
- Computer literate with a working knowledge of Microsoft Office programs.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

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

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