

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 to ensure consistency of custodial care at all facilities. This position is designated "emergency personnel," and helps monitor and respond to building alarm system communications, including participating in paid, on-call periods for after-hours response.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of custodial equipment and industry best practices
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools
- 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)

**DUTIES AND RESPONSIBILITIES:**

- Inspects sites for cleanliness and safety compliance and maintains appropriate documentation
- Develops training module and protocols and instruct building service personnel in all aspects of their work practices
- Oversees the 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
- Assists in the hiring process and training of operations personnel
- Establishes standards and procedures for the custodial care of all school facilities
- Monitors the performance of contracted services, and ensures compliance with state and federal legislation
- 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, and cleaning plan effectiveness
- 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
- Responds to and supports alarm calls and emergency situations in schools as they occur
- Manages custodial equipment, repair, training of staff, and deployment based on site need
- Develops, coordinates, and teaches team cleaning and summer cleaning strategies and approves plans for all sites
- Monitors building systems, such as the fire alarms, security systems, temperature control, heating, air conditioning, and electric
- Coordinates operational support and staffing of educational programming and events at SMCPS facilities
- Prepares organizational and other reports for various departmental targeted areas
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma or GED
- Five (5) years of experience in building operational management
- Basic functionality of Microsoft Word and Excel
- Must possess a valid driver’s license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of Board-owned vehicle (Board Policy EEBA)

**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 21.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

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