

ST. MARY PARISH PUBLIC SCHOOLS  
MAINTENANCE FOREMAN/PLANNER JOB DESCRIPTION

**POSITION:** Maintenance Foreman/Planner

**REPORTS TO:** Maintenance Supervisor

**SUPERVISES:** District-wide maintenance personnel

**TERMS OF EMPLOYMENT:** 240 Day Employment.

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**QUALIFICATIONS:**

High school diploma or GED equivalent

At least ten years experience in electrical, mechanical, construction and/or maintenance, or closely related field

A valid Louisiana driver's license with an excellent driving record

Knowledgeable in the repair and maintenance of plumbing, HVAC, electrical, and structural systems within district facilities

Able to resolve complaints and concerns as necessary

Able to train and supervise staff, including organizing, prioritizing, and scheduling diverse work assignments in an efficient manner

Skilled in the use of computers, preferably in a PC, Windows-based operating system

Must be organized, personable, cooperative, and responsive to the needs of the district

Must demonstrate the ability to understand federal and state laws as related to building codes

Must be able to lift and carry a minimum of 75 pounds infrequently and 35 pounds frequently.

Must pass physical examination, criminal background check, and drug screen.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

**JOB GOAL:** Ensure proper functioning and maintenance of district facilities and property within the confines of maintenance funding while adhering to local, state, and federal mandates.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

Coordinates work assignments, compliance to state and federal laws, adherence to fire codes, energy management, and asbestos abatement.

Verifies that all necessary repairs/maintenance have been completed and that maintenance personnel have delivered this service in a safe, efficient, professional manner.

Assumes responsibility for inventory of materials, tools, and supplies.

Manages all work activities, acquires necessary materials and supplies, and organizes paperwork associated with the work order process.

Collaborate and coordinate with building principals and maintenance supervisor regarding the establishment of on-going preventive maintenance programs.

Request improvements to district facilities, replacement of parts and equipment, and needed preventative measures designed to maintain building appearance and functionality.

Coordinates special projects within budget constraints while adhering to state bid laws.

Performs such other tasks and assumes additional responsibilities as the Superintendent or designee may assign.

**QUALIFICATIONS:** The Maintenance Foreman/Planner must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Maintenance Foreman/Planner is frequently required to stand, walk, speak, hear, and sometimes sit. The Maintenance Foreman/Planner may occasionally push or lift up to 75 lbs., such as boxes of materials. The Maintenance Foreman/Planner is frequently exposed to a work environment noise level, which is moderate to loud. The Maintenance Foreman/Planner must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Maintenance Foreman/Planner must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

**This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.**

**The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_