

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4274 Maintenance Foreman

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REVISED

JOB TITLE: MAINTENANCE FOREMAN

REPORTS TO: Executive Director of Facilities or designee

SUPERVISES: District Maintenance Staff

NATURE AND SCOPE OF JOB:

The Maintenance Foreman oversees the timely and efficient completion of maintenance work, in their assigned facilities trade(s), by district maintenance workers throughout the District's facilities and grounds, including equipment and furnishings of the district, so that all students, staff, and the community are assured of maintained safe, attractive, and healthy places in which to learn and work.

QUALIFICATIONS:

The Maintenance Foreman shall:

1. Have at least two years of experience in a lead or supervisory role in facilities maintenance and at least five years working in a maintenance position in commercial, industrial, educational or institutional facilities, comparable in size to the Paterson Public Schools system.
2. Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, Department of Education regulations and state and local regulations regarding the maintenance of buildings and equipment.
3. Have knowledge of and experience in carpentry, plumbing, electrical, and/or HVAC maintenance and repair or relevant area of facilities related trades work.
4. Hold a Black Seal License, optional.
5. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.

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6. Have excellent leadership and organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C 6:3-4a-4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professionals.

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4. Employment interview.

EMPLOYMENT TERMS:

The Maintenance Foreman shall be employed under the following:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4et.seq.)

JOB FUNCTIONS AND RESPONSIBILITIES:

The Maintenance Foreman shall:

1. Oversee the timely and efficient completion of maintenance and facilities projects in order to maintain a safe and healthy learning environment for students and staff.
2. Respond immediately to emergency situations and provide appropriate maintenance services. Perform maintenance work in emergencies when unclean or unsafe conditions exist.
3. Ensure that work crews complete work orders in a timely and complete fashion.
4. Perform assigned maintenance duties and repair work on various systems found in school facilities and ground.
5. Assist the Manager of Maintenance by regularly inspecting buildings, equipment, and grounds to meet all federal, State, insurance carriers, and local requirements, including the annual Department of Education Checklist. Ensure that high standards for maintenance, attractiveness and safety are maintained. Recommend to the Manager of Maintenance and/or Principal any improvements needed.

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6. Analyze all maintenance accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
7. Coordinate with Managers and other administrative personnel in order to obtain needed materials in order to complete repair and normal maintenance.
8. Maintain regular communication with Sector Supervisors.
9. Provide technical assistance in estimating costs for various maintenance projects.
10. Ensure that timely and proper information is entered into the computerized reporting systems relative to work orders (SchoolDude) requested, to ensure notification occurs of job progress and completion status.
11. Communicate regularly with the Manager of Maintenance, principals, and appropriate staff about the needs, regulations and procedures for the effective operation of maintenance programs of the schools.
12. Maintain a safe working condition and operate in a safe manner, electronic and other equipment needed to carry out job functions and responsibilities.
13. Research and make recommendations for improvement in the effectiveness and efficiency of the maintenance services so that attractive, healthy, and safe facilities are provided.
14. Attend required meetings and serve, as appropriate on staff committees.
15. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
16. Understand and communicate current developments in maintenance services through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
17. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

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18. Use computers and/or electronic equipment to fulfill job functions. Including but not limited to Word, Excel, and Work Order Systems.
19. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Display the highest ethical and professional behavior in working with students, parents, and school personnel, and outside agencies associated with the school.
22. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contract obligations and construction codes.
23. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Director of Facilities and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with ability to focus vision.

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5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

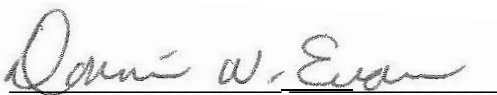
ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult disease and illnesses
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substance are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but than can be noisy at times.

EVALUATION:

The Executive Director of Facilities or designee shall evaluate the Maintenance Foreman in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.



Approved

7-1-2014

Date