SOUTHINGTON Public Schools

JOB DESCRIPTION

JOB TITLE: **Maintenance Working Foreman**

QUALIFICATIONS:

1. High School diploma or equivalent and trade experience or equivalent.
2. Five (5) years' experience in maintenance work, and three (3) years' experience of demonstrated employees supervision.
3. Demonstrated ability to coordinate maintenance and custodial employees in the performance of their tasks.
4. Demonstrated ability to establish and maintain good working relationships with operational level employees and administrative personnel.
5. Ability to plan, coordinate, and direct buildings and grounds operations.
6. Excellent computer skills.
7. Valid Connecticut driver's license with a good driving record (past three (3) years.)

REPORTS TO:

Director of Operations

SUPERVISES:

1. The Maintenance Working Foreman will work with, supervise and assign all maintenance personnel as directed by the Director of Operations.
2. Assists the administration in the supervision of custodial staff.
3. Supervise the maintenance/mailroom secretary.

JOB GOALS:

1. To maintain the school facilities in a condition of operating excellence and safety so full educational use of them is always available.
2. Assist in the management and coordination of all activities related to the care, maintenance, and improvement of district buildings and grounds.

PERFORMANCE RESPONSIBILITIES:

1. Administer all maintenance and custodial activities as directed by the Director of Operations.
2. Implement schedules and procedures for the ongoing maintenance of all school system facilities utilizing the Electronic Work Order System.
3. Assist in the development and implementation of training programs for all custodians and maintenance staff.
4. Order, distribute and accurately inventory all maintenance supplies.
5. Organize meetings of the maintenance staff when necessary for the purposes of training and direction.
6. Assist in organizing and supervising summer maintenance schedules.
7. Assist in coordinating and overseeing outside contracted maintenance work.

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8. Assist in the recruitment, screening and assignment of maintenance personnel.
9. Formally supervise all maintenance personnel and forward annual evaluations to the Director of Operations.
10. Serve as the designated individual as defined by the CT Department of Public Health for hazardous materials handling including but not limited to, asbestos related matters and lead awareness.
11. Conduct frequent and periodic inspections of all buildings and equipment to ensure that all services and quality objectives are being realized.
12. Responsible for all buildings and grounds emergencies on nights and weekends.
13. Estimate costs of repair projects and prepare final reports on the actual cost of materials, equipment and overhead.
14. Assist the Director of Operations in the resolution of labor matters.
15. Assign, supervise and work with crews for all maintenance work.
16. Plan and inspect all maintenance work and assist all crew members in the set up and performance of their job responsibilities.
17. Develop and maintain a project list of maintenance work to ensure that all maintenance personnel are properly assigned and scheduled.
18. Assist the Director of Operations in all disciplinary matters involving maintenance and custodial staff.
19. Assist building administration directing custodians during periods when the head custodian is not available.
20. Perform other duties as assigned by the Director of Operations.

TERMS OF EMPLOYMENT:
A twelve-month work year with salary and working conditions determined by the Board of Education.

EVALUATION:
Performance of the job will be evaluated annually by the Director of Operations.