

ST TAMMANY PARISH SCHOOL BOARD
Department of Human Resources

Job Description

TITLE: Foreman (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

- 1. U. S. Citizen or authorized alien
- 2. High school diploma or its equivalent
- 3. Possesses a valid Driver’s License.
- 4. Thorough knowledge of the standard practices, methods, and tools involved in the operation, maintenance and repair of buildings and equipment.
- 5. Thorough knowledge of the hazards and safety precautions of multiple trades.
- 6. Capable of assuming responsibility for all work assigned to a crew and ability to oversee work of laborers and helpers.
- 7. Ability to prepare and follow written and verbal instructions.
- 8. Eight (8) years of practical experience in a broad field of building and equipment maintenance of which at least three (3) years were spent in supervisory capacity.

REPORTS TO: Assistant Director

JOB GOAL:

To maintain present, and add enhancements to, school sites and facilities to provide a pleasant and safe environment for the well-being of students, employees, and others to promote a positive learning environment for students.

JOB SUMMARY:

Supervisory position related to work involved in maintaining and enhancing school sites and facilities.

ESSENTIAL JOB FUNCTIONS:

- 1. Supervises a crew to maintain and enhance school sites and facilities with all attendant responsibilities assigned and implied.
- 2. Assists in the inspection of school buildings and all mechanical equipment with recommendations for repairs and upkeep.
- 3. Procures materials and supplies and repairs equipment, as necessary.
- 4. Perform a variety of office tasks including using the telephone, corresponding via email, and entering and retrieving information from an electronic database.
- 5. Following proper purchasing procedures, obtaining quotes to prepare purchase requisitions, and entering and receiving purchase orders electronically.
- 6. Works directly with administrators and staff to resolve issues.
- 7. Works closely with the Assistant Director in maintaining the best possible production standards.
- 8. Supervises and works in the field and provides technical advice in field operations such as electrical, heating and air conditioning, plumbing, carpentry, landscaping, drainage, painting, locks and keys, kitchen equipment, custodial, etc.
- 9. Skilled in the use of tools, materials, and equipment with the ability to climb ladders, build and climb scaffolds, operate man lifts, and work from either.
- 10. Responsible for all School Board owned tools and equipment for which the employee is assigned.
- 11. Effectively recommends potential employees and oversees retention, evaluation, and discipline of existing employees.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 1. All related duties as assigned by appropriate authority.

PHYSICAL DEMANDS:

- 1. Possesses the physical skills and stamina to safely perform job responsibilities.
- 2. Must tolerate constant periods of standing throughout the shift.
- 3. Good physical condition and sufficient strength to do heavy lifting, digging, carrying, stooping, standing, bending, pulling, and reaching up and down with ability to understand and carry out verbal and written instructions.
- 4. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work.

TERMS OF EMPLOYMENT: 12 months per year

ENVIRONMENTAL CONDITIONS:

The Foreman performs his duties both inside and outside. The Foreman can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and of a variety of inclines.

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

DATE: _____

Reviewed and Agreed to by: _____

DATE: _____

Employee

Employee’s Name (Please Print)

Employee Identification Number

Original – Human Resources Department

Copy – Supervisor

Copy – Employee