

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

MAINTENANCE FOREMAN

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years experience in related jobs.
- (3) Valid Florida driver's license with good driving record.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing. Ability to schedule time, establish priorities and work efficiently. Knowledge of supplies and equipment utilized by the school system. Knowledge of construction trades. Knowledge of Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements related to assignment. Ability to supervise effectively. Ability to exercise independent judgment in assigned duties. Ability to operate and maintain maintenance vehicles.

REPORTS TO:

Director of Operations

JOB GOAL

To provide a safe, clean, well maintained environment to support teaching and learning.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Maintain all structures and grounds in good operational condition.
- *(2) Process work orders and assign personnel to perform the necessary tasks.
- *(3) Develop and manage a preventive maintenance program.
- *(4) Maintain steam and gas equipment in cafeterias and throughout the system.
- *(5) Develop plans and schedule outside contractors to perform tasks that are beyond the expertise or time constraints of district personnel.
- *(6) Keep all heating and air conditioning units in a safe and efficient working condition.
- *(7) Inventory equipment and materials to facilitate planned short- and long-range projects.
- *(8) Purchase and maintain inventory of all equipment, parts and materials in the department.
- *(9) Maintain sewer plant and lift stations.
- *(10) Inspect and survey for asbestos.
- *(11) Recommend equipment replacement.
- *(12) Perform pest control and maintain license to handle chemicals.
- *(13) Contract for fire and safety inspections if needed.

Maintenance Foreman - Continued

- *(14) Acquire and maintain full certification as Fire/Safety Inspector in accordance with State Fire Marshall.
- *(15) Serve as the district's energy manager.
- *(16) Oversee contracts for painting, carpet cleaning, roof replacement and other projects.
- *(17) Coordinate custodial training and certify completion.
- *(18) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- *(19) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(20) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(21) Ensure adherence to good safety standards.
- *(22) Maintain confidentiality regarding school/workplace matters.
- *(23) Model and maintain high ethical standards.
- *(24) Maintain expertise in assigned area to fulfill project goals and objectives.
- *(25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(26) Exercise service orientation when working with others.
- *(27) Keep supervisor informed of potential problems or unusual events.
- *(28) Use effective, positive interpersonal communication skills.
- *(29) Respond to inquiries and concerns in a timely manner.

System Support

- *(30) Exhibit interpersonal skills to work as an effective team member.
- *(31) Supervise assigned personnel, provide assistance, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(32) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(33) Demonstrate support for the school district and its goals and priorities.
- *(34) Assist in the development of the annual budget.
- *(35) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(36) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(37) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

Job Description Supplement 01

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

Maintenance Foreman - Continued

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: May 8, 2012