

JOB DESCRIPTION
Cumberland County School District

MAINTENANCE AREA FOREMAN

Purpose Statement

The job of Maintenance Area Foreman was established for the purpose/s of coordinating maintenance programs and related activities at assigned District locations; supervising assigned maintenance staff; implementing and maintaining maintenance services within established guidelines and standards; and performing a variety of site maintenance as needed.

This job reports to the Transportation/Maintenance Director.

Essential Functions

- Assesses equipment, materials and labor needed to complete large and/or complex maintenance tasks for the purpose of ensuring that maintenance activities meet district standards and resolve defined issue(s) while reducing wasted resources.
- Assists in the personnel management of department employees (e.g. selection of new hires, promotions, terminations, transfers, supervising, disciplining, training, etc.) for the purpose of maintaining staffing needs and productivity of the work force.
- Assists in the selection of training and in-service programs for maintenance staff for the purpose of conveying information and ensuring that maintenance employees gain and maintain a thorough understanding of safety regulations and providing guidance on department and District policies/procedures.
- Collaborates with others (e.g. district administrators, district personnel, contractors, vendors, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates the services and activities of outside contractors as assigned for the purpose of ensuring that contracted work is completed in a safe, effective and timely manner that it meets District standards and objectives.
- Directs assigned maintenance staff in resolving complex and/or difficult maintenance issues for the purpose of ensuring that District locations are maintained in a safe and effective working/learning environment.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Maintains assigned District tools and vehicle(s) for the purpose of ensuring their availability as needed to meet assigned maintenance objectives.
- Maintains parts and equipment inventory as needed for the purpose of ensuring the availability of items needed to perform maintenance and repair at assigned site(s).
- Performs a wide variety of skilled (and sometimes complex) maintenance activities for the purpose of ensuring that maintenance issues are resolved and projects are completed in a safe, effective and timely manner.
- Prepares a variety of program-mandated documents and reports for the purpose of documenting activities and complying with district and/or legal requirements.
- Prioritizes and assigns work orders to site-based skilled maintenance staff for the purpose of ensuring that District locations are maintained in a safe working / learning environment within budget and meeting District guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: maintaining equipment and tools related to industrial repair and maintenance; analyzing data; guiding others; handling hazardous materials; managing staff/performance; planning; and problem solving.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: general and skilled maintenance and repair; codes/laws/rules/regulations/policies; current and emerging maintenance technology and methodologies; and safety practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; decision making; mechanical aptitude; meeting schedules/deadlines; working with frequent interruptions; and complying with OSHA/TOSHA regulations

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Requirement

Alcohol and Drug Test

This is a non-certified position.

Continuing Educ. / Training

Minimum 4 years experience in commercial/industrial maintenance with 2 years supervisory experience.

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Non Exempt

Approval Date

Salary Grade