

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: MAINTENANCE FOREMAN

QUALIFICATIONS:

Minimum:

1. Fireman's Black Seal License
2. Knowledge or experience in Integrated Pest Management
3. Demonstrate knowledge or experience of architecture, school construction, engineering, plant operation, maintenance and management, and school safety.
4. Ability to plan, manage, and direct all phases of the facilities operations.
5. Demonstrate skills in personnel management.
6. Prove ability to interface with levels of staff and administration.

REPORTS TO: Director of Operations & Security/Facilities Manager

JOB GOAL: To provide the management and direction necessary to achieve and preserve
A high level of excellence in the areas of custodial, building maintenance, operations,
And grounds by expending the necessary resources to complete this goal on a daily
basis.

PERFORMANCE RESPONSIBILITIES: In order to fulfill his/her professional responsibilities the Maintenance Foreman shall assist the Director of Operations & Security/Facilities Manager in the following areas:

General

1. Work with Facilities Manager to determine what work will be performed by in-house maintenance/facilities resources, contracted vendors, and custodial staff.
2. Help the Facilities Manager supervise all maintenance, grounds, and trades personnel and, in concert with the building principals, the head of the custodial department.
3. Be responsible for monitoring all facilities work within the district to ensure compliance with plans, specifications, building and fire codes, and health & safety.
4. Work with construction managers to maintain safety conditions at all times during renovations.
5. Assist in the preparation of all quotations for contracted work, equipment, and supplies.
6. Maintain district plans, manuals, and warranties in an organized and accessible manner.

Facilities

Assist the Facilities Manager in maintaining updated records for the school district pertaining to certificates, registrations, licenses, and other documents as referenced on the attached list.

Operations

1. Provide a safe, clean, and healthy environment for the students and staff of the district.
2. Assist with the recruitment, interviewing, and hiring of all maintenance personnel.
3. Chair the safety committee, all insurance and safety check lists.
4. Manage the district work order and facility use program.
5. Inputting HVAC filter info (# and sizes) into preventative maintenance program to have a paper history for state compliance

Maintenance

Provide a physical school plant in a condition of operating excellence so that full educational use may be made of it at all times.

Capital Improvement

Assist in the establishment of a long-range capital improvement program with major attention to:

1. Security/Safety of Students and Staff
2. Preservation of Buildings
3. Energy Conservation
4. Preventative Maintenance

5. Cost Effectiveness
6. Beautification

Governmental Relations

Maintain cooperative relationships with the appropriate government agencies.

Safety

Establish procedures to ensure safe work habits and conditions for all buildings and grounds staff.

Budget

- 1.
2. Assists in the preparation and review of estimates for specific jobs.
3. Assists in the preparation of the annual budget for Operations and Maintenance Departments.

Other Duties

1. Assist Facilities Manager in developing and maintaining a system for district records retention.
2. Perform other duties as assigned by the Director of Operations & Security/Facilities Manager.
3. Track daily maintenance attendance.
4. Manage day to day work with the district custodial department.

TERMS OF

EMPLOYMENT: Salary for a twelve-month work year to be determined by the Board and to be commensurate with experience.

EVALUATION: Evaluation will be based on observations of the Director of Operations & Security. A written evaluation and conference will be held annually with the individual, and the report will be filed in the personnel file of the employee.

Approved by: **Board of Education**

Adopted: February 14, 2005

Revised: June 9, 2008
November 3, 2008
May 23, 2016
March 19, 2018

