

# FOREMAN GENERAL MAINTENANCE/CUSTODIAN

<b>Reports to:</b>	<b>Director of Facilities/Assistant Superintendent Business</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Terms of Employment:</b>	<b>254 days, which shall include 7 paid holidays according to Board Policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

## **JOB SUMMARY:**

This position requires an individual to perform a variety of skilled tasks in the maintenance trades for the repair and improvement of buildings, grounds and related District facilities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Oversee all general maintenance and custodial personnel in the field.
- Relay all directives of the maintenance office to employees in the field.
- Deal directly with any concerns of staff and bring issues to director as needed.
- Work with tools to perform general duties: repair tables, wall(s), and doors, install floor tile, ceiling grid, roofing, etc.
- Ability to repair doors and door jams, construct screens, install chalkboards, bulletin boards, plumbing, paint, minor electrical and other general trade functions as required.
- Prepare facilities/grounds for district and community events.
- Heavy lifting, moving, and hauling in cold and hot weather.
- Subject to custodial work as necessary.
- Works with other general maintenance/skilled maintenance, custodial employees to complete assignments.
- Maintains regular attendance.
- Receive, Pick-Up, Deliver Inter-school mail, US Mail, and supplies.
- Complies with State Law and District policies and regulations.
- Maintain confidentiality.

## **SUPERVISORY RESPONSIBILITIES:**

Not Applicable.

## **QUALIFICATIONS AND REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION AND/OR EXPERIENCE:**

- High school graduate or equivalent.
- Experience in general construction and maintenance work.
- Knowledge of basic hand and power tools found in a modern woodworking and construction facility including floor-mounted sanders, saws, drill presses, plumbing, electrical and other maintenance tools and equipment for use in building and grounds maintenance repairs.
- Experience in the operation of a snowplow and backhoe.
- Knowledge of use and purpose of power and common hand tools.
- Possess and maintain a valid Missouri Driver's License.

## **COMMUNICATION SKILLS:**

- Ability to write reports and complete work orders consistent with the duties of this position.

- Ability to effectively present information and respond to questions from administrators, staff and the general public consistent with the duties of this position.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measurement consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to use power tools properly
- Ability to read blueprints.
- Ability to use common hand tools.
- Ability to follow oral and written instructions.
- Ability to pass written and physical tests that are directly related to this position.
- Ability to work cooperatively with others is essential

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form consistent with the duties of this position.

**OTHER SKILLS AND ABILITIES:**

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with all district requirements and School Board Policies.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* The noise level in the work environment is moderate to loud.

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

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