

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Maintenance Foreman

REPORTS TO: Directly: Maintenance Manager
Indirectly: Supervisor of Facilities

Purpose:

The Maintenance Foreman is responsible to direct and oversee the maintenance of the assigned facilities in a family of schools to ensure their safe operation as well as providing support, supervision and task coordination to the Maintenance Helpers.

Required Education, Knowledge, Qualifications and Experience:

- Minimum of Grade 12 diploma from a recognized educational institution
- Minimum of 3 years experience related to building maintenance or facility operation.
- Minimum of 1 year supervisory experience related to building maintenance or facility operation.
- Interprovincial Journeyman status in any of the related trades would be considered an asset
- Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds
- Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities
- Level I & II Occupational Health & Safety Regulations is preferred.
- Knowledge of Fire & Building Codes as well as fire/safety system requirements
- Valid Fireman's or higher Engineer's Certificate
- A current and valid Driver's License
- Knowledge of the Workplace Hazardous Materials Information System
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to work with minimal supervision.
- Ability to delegate work to staff and provide appropriate supervision to ensure that the quality of work meets requirements.
- Clear understanding and ability to provide situational leadership.
- Ability to prioritize multiple demands and effectively manage time.
- Ability to provide for professional growth and evaluation of staff.
- Ability to execute written and oral instructions for the safe use and operation of equipment
- Work in varied climates and conditions which may include but is not limited to: dust, vapors, fumes or slippery floors
- Ability to do Heavy Load Work which includes:
 - exerting up to 80 lbs. of force occasionally (lifting and/or carrying)
 - exerting up to 30 lbs. of force frequently
 - exerting up to 20 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Ability to perform major maintenance functions.
- Display a positive attitude

Supervision of Staff:

Provides day-to-day supervision for the maintenance staff and contracted services as required.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Maintenance Foreman shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Coordinate the general maintenance to all facilities, grounds, play equipment and fences.
- Review and recommend the renovation, replacement, decommission of existing facilities.
- Maintain and control adequate inventory of maintenance supplies as required.
- Develop, implement and maintain a preventative maintenance program for the facilities responsible for.
- Perform maintenance and repair duties which may include but is not limited to: filter changes, lubrication of equipment, plumbing repairs, carpentry, electrical and painting.
- Ensure that Department purchasing follows the guidelines established by the Board.
- Assist with the overall coordination of capital projects and renovations to existing facilities.
- Attend all site meetings at which the architect, general contractor and sub-contractors are in attendance as required
- Provide leadership, including planning, coaching, reviewing, and rewarding to maintenance staff
- Develop and maintain a positive working rapport with the Principals, staff and the public.
- Maintain awareness of technical developments and advancement in practices, equipment, supplies and materials.
- Maintain awareness of codes and regulations; converse with inspectors for regulatory agencies within the area of accountability.
- Advise the facility operations staff in the safe and efficient operation of school building systems.
- Conduct failure analysis on buildings and equipment where applicable.
- Supervise contractors who may be engaged to perform maintenance work for the Division.
- Assist in emergencies which may involve emergency call-outs to affect repairs and to re-secure the buildings.
- Promote safe work practices in accordance with Occupational Health & Safety, Board Policy and directives by supervisors.
- Maintain awareness of applicable legislation, codes and regulations as it applies to public buildings.
- Ensure that yard maintenance, snow clearing, parking lots / driveways and repairs of all apparatus and fences are carried out.
- Recommend in the area of energy management and potential cost saving measures.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Prepare reports as required by the Manager of Maintenance (budget, cost estimates, planning).
- Be knowledgeable and supportive of applicable Operational Policies and Procedures.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Conduct oneself in a manner appropriate to a professional learning environment.
- Perform other duties as may be required or assigned by the Manager of Maintenance.

Judgment, Independence and Client/Peer Contact:**Confidentiality:**

At no time should a Maintenance Foreman discuss, in public, information pertaining to a student or staff. The Maintenance Foreman is expected to respect the nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Maintenance Foreman is expected to work independently and as a team member of the Facilities Department, all schools and the division office as required.

Client/Peer Contact

This employee works collegially with school staff, school-based administration and other school-division staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: Maintenance Foreman

The salary grid for the Maintenance Foreman is tied to the following grid(s):

Non-Unionized Administrative Guidelines

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2011
Reviewed:	