

BELPRE CITY SCHOOLS  
Job Description  
Maintenance Foreman

- A. **QUALIFICATIONS**  
Has competence in general maintenance, electrical, plumbing, carpentry, masonry work, and supervision of people.
- B. **RESPONSIBILITIES**  
The Foreman is responsible to the Superintendent.
- C. **GENERAL DUTIES**  
In conjunction with the building principals, assists with the supervision, directing and evaluation of all aspects of the custodian and maintenance programs of the buildings and grounds of the Belpre City School District, to oversee the maintenance program, current and preventive; to maintain safety and security of all Belpre City School District property and equipment.
- D. **SPECIFIC DUTIES**
1. In conjunction with the building principals supervises all custodians and maintenance personnel.
  2. Assigns, directs, and supervises the work and operational procedures of the custodians, maintenance personnel and is responsible for work and vacation schedules of same.
  3. Evaluates all maintenance personnel and makes recommendation regarding reemployment.
  4. Assists the building principals with the evaluation of all custodians.
  5. Inspects all facilities to determine custodial and maintenance needs to ensure that all facilities are in excellent condition and makes recommendation for improvement as needed.
  6. Is responsible for all buildings and facilities being kept at a high level of cleanliness and sanitation.
  7. Requisitions custodial and maintenance supplies of high quality and keeps inventory of supplies at all times.
  8. Trains employees as to methods, procedures, techniques to be used to accomplish their duties in an efficient and effective manner.
  9. Transports materials, supplies, equipment, etc. to buildings of the school district.
  10. Reports the absence of Custodial and Maintenance staff to the payroll clerk and secures substitutes as required.
  11. Responsible for district-wide snow removal.
  12. Properly maintains boilers, keeps all safety devices in good working order, keeps all flues clean and keeps burners and controls in working order.
  13. Properly maintains all building motors, fans, pumps, etc.

14. Responsible for all electrical and plumbing systems of all buildings.
15. Serves as the district's asbestos coordinator and provides for AHERA compliance.
16. Provides for security of buildings.
17. Develops, implements, supervises, and evaluates rules and regulations regarding the use of school grounds and makes recommendation for their improvement.
18. Directs and supervises all outside contractors and vendors and inspects any work performed by the same.
19. Continually strives to improve job related skills through training and in-service.
20. Serves as District Coordinator for WCCA and other work/study programs.
21. Supervises District Energy Management System.
22. Performs such other duties as the Superintendent deems necessary for the efficient operation and maintenance of the school district.

E. Length of Contract: 12 months

F. Performance of this job will be evaluated semi-annually by the Superintendent.

Board Adopted: 4/20/2009