

Job Title:	Foreman Regional Area Maintenance	Wage/Hour Status:	Hourly
Reports to:	Regional Supervisor	Pay Grade:	408
Dept/School:	Maintenance Buildings and Grounds	Date Revised:	September 26, 2023

Primary Purpose

Direct and supervise maintenance personnel in assigned regional area to ensure that facilities provide students with a physical learning environment that is safe, clean, attractive, and functional.

Qualifications

Education/Certification

High School Diploma/GED
Valid Texas Driver's License

Special Knowledge/Skills

- Knowledge of basic principles of construction, and school building maintenance
- Ability to read blueprints and schematics
- Ability to interpret policy, procedures, and data
- Strong organization, communication, and supervisory skills

Experience

Five (5) years experience in building maintenance or repair
Two (2) years supervisory experience

Major Responsibilities and Duties

1. Supervise, coordinate, direct, and inspect activities of workers assigned to assigned regional area.
2. Coordinate work schedules with the building principal to ensure safety and minimize interference with school programs.
3. Receive and process work orders for repair and maintenance of buildings.
4. Compile, maintain, and file all reports, records, and other documents required in regional maintenance area.
5. Replace and maintain a current inventory of supplies and parts.
6. Train and supervise maintenance personnel and make sound recommendations regarding personnel actions.
7. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
8. Operate vehicle, equipment, and use tools following established safety procedures.
9. Follow established safety procedures and techniques to perform job duties.
10. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
11. Maintain tools and equipment and perform preventive maintenance as required.
12. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Hand and power tools, heavy equipment, light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Frequent districtwide travel; occasional prolonged and irregular hours; work indoor and outdoor, exposure to extreme temperature. Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Must be able to lift 45 pounds or more. Perform disaster duty when needed. Respond to after-hour emergencies as needed.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.