



## Maintenance Area Foreman

### Job Overview

The position of Maintenance Area Foreman was established to provide local control in the upkeep of facilities within a defined zone that is geographically distant from the central offices. This foreman will be fully cognizant of material condition of assigned facilities, coordinate maintenance and repair efforts at assigned school locations, supervise assigned maintenance staff in the performance of their duties, and ensure all maintenance activities are performed within established guidelines and standards.

This job reports to the Assistant Maintenance Director.

---

### Job Functions

- Takes full responsibility for the local support, assessment, upkeep, maintenance call response, planned maintenance, repairs, and projects at assigned facilities.
- Collaborates with facility staff, district administrators, district personnel, contractors, vendors, etc. to provide full spectrum facility maintenance services/programs and the highest level of customer service.
- Directs assigned maintenance staff in resolving complex/difficult facility issues ensuring that facilities provide a healthy, safe, and effective working/learning environment.
- Prioritizes and assigns work orders to site-based maintenance staff, tracks their performance, and verifies the quality of their work.
- Assesses equipment, materials and labor needed to complete large/complex maintenance tasks ensuring that maintenance activities meet local, state, and federal codes and district standards.
- Supervises and manages assigned employees which includes recommendations for selection of new hires, promotions, terminations, transfers, discipline, training, etc. to maintain staffing needs and productivity of the work force.
- Coordinates the services and activities of outside contractors ensuring that contracted work is completed in a safe, effective, and timely manner that it meets local, state federal codes and District standards and objectives.
- Maintains a variety of manuals and electronic files/records providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Maintains assigned District tools and vehicles ensuring their availability, safe operation. Ensures assigned personnel have proper training in the safe operation of tools, equipment, and vehicles.
- Maintains parts and equipment inventories ensuring the availability of items needed to perform routine and emergency maintenance repairs.
- Performs a wide variety of skilled (and sometimes complex) maintenance activities for ensuring that maintenance issues are resolved, and projects are completed in a safe, effective, and timely manner.



- Prepares a variety of documents and reports documenting work activities, employee performance reviews/discipline, equipment and facilities work history etc.
- Carries an emergency phone on a rotational basis for a week at a time and coordinates personnel/tasks for afterhours emergency work.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### **Working Environment**

The job is performed under minimal temperature variations and in a generally hazard free environment.

Generally, the job requires 50% sitting, 30% walking, and 20% standing.

Physical Requirements: occasional lifting, carrying, pushing/pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

### **Qualifications**

**Minimum experience:** Minimum 4 years' experience in commercial/industrial facility maintenance with 2 years supervisory experience.

**Minimum education:** Targeted job-related education preferred.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to read blueprints; maintain equipment and tools related to industrial repair and maintenance; analyze data; guide others; handle hazardous materials; manage staff/performance; and to problem solve.
- Knowledge of general and skilled facility maintenance and repair; codes/laws/rules/regulations/policies; current and emerging maintenance technology and methodologies; and safety practices.
- Ability to adapt to changing work priorities; communicate with diverse groups; set priorities; build collaborative relationships; make decisions; mechanical aptitude; meet schedules/deadlines; work with frequent interruptions; and comply with OSHA/TOSHA regulations.

**Required Testing:** Alcohol and Drug Test

**Continuing Education/Training:** None Specified

**Required Certificates and/or Licenses:** Valid Driver's License & Evidence of Insurability

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**Employee Type:** Classified

*Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*