

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – FOREMAN OF MAINTENANCE AND FACILITIES

Qualifications: High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required. 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.

- Journeyman level requiring a specialization in one specific skill necessary to the maintenance of school buildings and equipment, and a considerable knowledge of work in other classifications and skills
- Must have considerable knowledge of tools, materials, equipment and methods required in the maintenance of buildings
- Must be capable of doing light design work, repairing and overhauling electrical systems, electronic devices, heating ventilating, and air conditioning and refrigeration systems, plumbing systems, masonry, and carpentry systems
- Must have the ability to plan and work from architectural drawings, sketches, and specifications
- Must be able to work independently of direct supervision and with a minimum of detailed instruction
- Universal refrigerant transition and recovery certificate preferred.
- Journeyman or Master Electrician license preferred
- Class D driver’s license or CDL license required
- Successfully complete the State Competency Test for foreman.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of tools necessary to conduct routine and preventative maintenance
- Knowledge of Electrical Systems
- Knowledge of HVAC and Refrigeration Systems
- Knowledge of Electronic Devices
- Knowledge of Fuel Systems
- Knowledge of Plumbing Systems
- Knowledge of Masonry and Carpentry Systems
- Must be willing to read and increase knowledge to meet changing industry standards.
- Must be able to read, write, compute and communicate.
- Be willing to read and increase knowledge to meet changing industry standards.

Foreman means a skilled person employed to supervise personnel who work in the areas of repair and maintenance of school property and equipment

Immediate Supervisor: Director of Maintenance, Facilities, and Safety

FLSA Status: Non-Exempt

Evaluation: Performance in this position will be evaluated annually by the Director of Maintenance, Facilities, and Safety in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools

Policy 6001.

Term of Employment: 261 Days

Salary: Pursuant to WV Code §18A-4-8a
Pleasants County Schools Salary Scale
Commensurate with Experience and Education Level

Expectations / Duties and Responsibilities:

- Maintains and upgrades skills as a foreman
- Maintains accurate maintenance records.
- Maintains and performs accurate preventive maintenance schedule.
- Maintains all vehicles, mobile equipment and other mechanical equipment used in county school system.
- Maintains current inventory of supplies, equipment and parts.
- Observes high standards of safety and good housekeeping in work area.
- Checks all major functions before a job is released from the shop.
- Attends all job-related in service and training sessions.
- Provides leadership applicable to implementing his/her duties.
- Follows emergency procedures.
- Complies with policies and regulations.
- Provides requested or relevant information to his/her supervisor.
- Protects confidential matters regarding students.
- Assumes a leadership role in the absence of the director.
- Be familiar with standards as set forth in the West Virginia School Buildings and Property Regulations.
- Adheres to established laws, policies, rules and regulations.

Physical Demands:

The physical demands described 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 reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials and occasionally lift moderately heavy materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, as well as distance vision to inspect job sites, and the ability to adjust focus. The position requires sitting or standing for extended periods of time; climbing ladders and working from heights, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; walking over rough uneven surfaces at construction sites and during inspections or for field office work. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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. Most commonly, the educational setting is indoors and outdoor settings. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Director of Maintenance, Facilities, and Safety

Approved: April 30, 2020