

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

**TITLE: Maintenance Mechanic Foreman**

#### **QUALIFICATIONS:**

1. **Education/Certification:** High School diploma, or equivalent, post-secondary training in maintenance field desirable. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with maintenance staff, administrators, students, school and town personnel and citizens at all times; knowledge of chemicals, asbestos management, Safety and Material Safety Data Sheets. Demonstrated aptitude or competence in supervision and training of maintenance employees and for carrying out basic carpentry, electrical, plumbing, roofing, painting, heating, grounds and mechanical repair. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Director of Facilities and Transportation.

**SUPERVISES:** Maintenance Mechanic Staff

**JOB GOAL:** To provide all students, and the community at large, with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play and engage in personal growth and development.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Performs all duties of a Maintenance Mechanic/Supervisor.
2. Reviews daily work order request using School Dude and e-mail.
3. Assigns work schedule and duties to maintenance staff.
4. Orders materials for various jobs and inventory needs following the purchase order procedures or work orders.
5. Reviews building control systems to confirm proper operations via energy management system.
6. Evaluates the performances of the three maintenance staff according to the approved schedule.
7. Supports maintenance crew.
8. Handles all trade related fields.
9. Deals with personnel issues; reporting issues to Director of Facilities and Transportation.
10. Maintains communication with Operations Manager for Facilities and Transportation.

**Job Description**  
**Maintenance Mechanic Foreman (continued)**

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year in accordance with recommendations established by the Superintendent of Schools and District Business Manager.

**WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

**Physical Demands:** adjusting, connecting, painting, lifting up to fifty pounds, pulling, writing, and operating

**Environmental Conditions:** outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 12, 2009