

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### MAINTENANCE FOREMAN

#### QUALIFICATIONS:

1. High school diploma or equivalent
2. Minimum of five (5) years' experience with school district maintenance department.
3. Demonstrates aptitude or competency for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### REPORTS TO:

Supervisor of Administration and Operation

#### SUPERVISES:

Other non-instruction personnel as assigned by supervisor.

#### POSITION GOALS

Assures maximum productivity and effective application of his/her supervisory skills while maintaining school plant property at optimum standards. Exercises safety precautions on the job.

#### PERFORMANCE RESPONSIBILITIES:

1. Read blue prints and job specifications and performs work accordingly.
2. Estimates material requirements for any given assignment.
3. Help assign and supervise the maintenance and repairs at all school district property.
4. Verifies working hours and schedules for all maintenance employees.
5. Maintains quality control system in buying, maintaining and inventorying of equipment.
6. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
7. Assists in the recruitment, screening, training and evaluation of maintenance shop employees.
8. Continues to work to improve knowledge and competence in relationship to position.
9. Performs other duties assigned by supervisor.

**PHYSICAL REQUIREMENTS:** Bending and lifting minimum of 100 pounds (safety belt required for all lifting).

**TERMS OF EMPLOYMENT:**

Twelve months, 8 hour work day, unless otherwise designated by the Board. Salary to be based on the Board adopted non-instructional salary schedule.

**EVALUATION:**

The supervisor of Administration and Operation will evaluate performance of this position annually in accordance with the Board Policy for the evaluation of non-instructional personnel.