

## **Red River Parish School Board**

### **Job Description**

**TITLE:**                   **Maintenance and Facilities Foreman**

**Qualifications:**       High School Diploma or GED  
Special knowledge/skills  
Specific knowledge of crafts using building repair and maintenance including carpentry; electrical repair; heating, ventilation, and air conditioning/plumbing  
General Knowledge of other crafts used in building repair and maintenance  
Ability to manage personnel  
Two (2) years supervisor experience  
Two (2) years maintenance field

**Superordinate:**       **Business Manager**

### **Performance Responsibilities**

1. Supervises all Janitorial, Building and Grounds/Maintenance Staff
2. Organizes and direct maintenance and repair services for all district facilities. Assist Manager of Business and Maintenance to maintain the physical school plant in a condition of operating excellence so that it may be fully used at all times.
3. Assigns priority to maintenance work orders and process them.
4. Estimates cost of repair projects including labor, materials, and other related costs.
5. Assigns all repairs and oversee completion.
6. Initiates contract repair with approval of Manager of Business and Maintenance when work cannot be performed by district staff.
7. Performs repairs and assist skilled workers to complete repairs as needed.
8. Works cooperatively with principals and facilities managers to schedule and complete repairs.
9. Inspects all district buildings and facilities and initiate repairs as needed.
10. Conducts on-site inspection of repair projects.
11. Monitors and inspect contract work.
12. Provides training and orientation to all skilled workers in safety procedures and proper use of tools and equipment.
13. Operates tools and equipment according to established safety procedures.
14. Ensures that equipment is in safe operating condition.
15. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
16. Corrects unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
17. Conducts annual inventory of physical equipment and supplies.
18. Works irregular hours and respond to after-hours emergency calls as needed.
19. Performs all other duties assigned by immediate Supervisors.

### **Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations

