



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **DISTRICT FOREMAN/MAINTENANCE**

- QUALIFICATIONS:**
1. Shall possess a High School Diploma or GED
 2. Shall possess a valid New Jersey Driver's License
 3. Shall be certified under the New Jersey Educational Facilities Management Program (N.J.A.C. 6A:26-16.1a) or be willing to become certified within 2 years of employment in this position
 4. Should be experienced in all areas of contracted building maintenance services and how these contracts are administered
 5. Should have a strong working knowledge of maintenance supplies, equipment, and inventory control
 6. Should demonstrate knowledge in all areas of building repair and maintenance with advanced electrical and alarm system knowledge
 7. Should demonstrate a working knowledge of energy management software
 8. Should have strong organizational skills, decision making ability and be able to communicate effectively with staff and members of the school community
 9. Ability to lift 75 pounds at least 20% of the time, bend, lift, squat, crawl, perform repetitive motions, climb stairs and ladder, work at heights, shovel, work in the elements, stand for long periods of time, and work and handle a hand truck.
 10. Ability to operate all required power tools and or equipment.
 11. Basic computer knowledge
 12. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

REPORTS TO: Directly responsible to the Director of Buildings & Grounds

SUPERVISES: All Maintenance Personnel

PERFORMANCE RESPONSIBILITIES:

1. Directly responsible to the Director of Buildings & Grounds
2. Shall be employed on a twelve (12) month basis.
3. Shall plan and implement the work schedule for all Maintenance employees.
4. Interprets and administers contractual agreements as negotiated between the Jackson Board of Education and appropriate employee representatives.
5. Directs the district's Maintenance Operations based upon the needs of the school district.
6. Shall supervise and evaluate all Maintenance Department employees as to their performance, attendance and building conditions.
7. Helps to maintain all district buildings and schools to the standards of the district.
8. Ensures that requested repairs are made in a timely and efficient manner.
9. Shall perform quality assurance inspections to ensure compliance with repair orders.
10. Maintains supply inventories of all supplies warehoused in the district buildings.
11. Responsible for handling emergency situations, during and after school hours, and has the ability to make decisions regarding the emergency.
12. Schedules projects and/or improvements with Building Principals and other departments to minimize disturbance to the educational process.
13. Shall prepare permit applications and drawings when requested by the Director of Buildings & Grounds or his or her designee.
14. Shall prepare budget requests and maintain purchasing records for the Maintenance Department.
15. Maintains current files for all areas of responsibility to include work orders, correspondence, and any other related duties.
16. Submits recommendations to the Director of Buildings & Grounds that are appropriate to the operation and general maintenance of the district's buildings and schools.

17. Makes suggestions regarding employee contract negotiations between the Board of Education and employee associations/unions to the Director of Buildings & Grounds or his or her designee.
18. Prepares and submits reports as required by the Director of Buildings & Grounds or his or her designee.
19. Assists with the interviewing and recommendations of new maintenance employees for the district.
20. Conducts and organizes orientation and training programs consistent with employee needs.
21. Recommends to the Director of Buildings & Grounds needed improvements and alterations to adequately maintain the district buildings and schools.
22. Works with the custodial and the grounds departments to provide for the efficient removal of snow from district parking lots and walkways.
23. Performs any related duties as assigned by the Superintendent, Business Administrator/Board Secretary or Director of Buildings & Grounds.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY BOARD

DATE: 6/16/2009

REVISED: 11/15/2016