

**POSITION:** FOREMAN (Maintenance)

**REPORTS TO:** Supervisor of Maintenance

**DESCRIPTION:** Skilled persons employed for supervision of personnel who work in the areas of repair and maintenance of school property and equipment.

**QUALIFICATIONS:**

1. High school diploma or GED required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Physical strength, dexterity, and ability to do manual labor.
5. Valid West Virginia driver's license and CDL.
6. Lead or supervisory experience and training in general maintenance and operations of facilities and grounds preferred.
7. Ability to determine and prevent hazards and timely performance of operations.

**RESPONSIBILITIES:**

1. Assigns general labor activities among personnel and supervises the job site to complete necessary repairs for the grounds and facilities maintenance of Fayette County Schools. Provides directions for personnel in performing unskilled and semi-skilled labor tasks.
2. Assigns, supervises, and reviews job assignments.
3. Maintains safety standards while on job site and in all labor processes.
4. Provides for labor assistance to other shops.
5. Removes and trims trees and provides general grounds repairs.
6. Secures needed supplies and equipment in a cost saving manner.
7. Maintains time, materials, and job records for shop.
8. Maintains positive work habits.
9. Performs duties efficiently and productively.
10. Maintains and/or upgrades job-related skills.
11. Performs other related tasks, including general labor, as assigned by the Supervisor of Maintenance.
12. Develops and maintains a safe work environment at all times.

**SALARY:** Pay Grade: ..... G

**EMPLOYMENT TERM:** 261 Days