

**BIBB COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: MAINTENANCE FOREMAN**

**CLASS:** Support Personnel

**LEVEL:** Foreman

**DEPARTMENT:** Maintenance

**SUPERVISOR:** Assistant to Superintendent

**SERVICE TYPE:** Classified

**FLSA:** Non-exempt

**SALARY:** Bibb County Salary Schedule

**TERMS OF EMPLOYMENT:** 12 Months

**JOB GOAL:**

To maintain the sites, equipment, facilities of the school system.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or GED recognized by the SDE.
2. Verified proof of eight (8) years' successful experience in general construction and maintenance, with knowledge of plumbing, electricity, carpentry, painting and general maintenance OR
3. Verified proof of five (5) years' successful experience in a school system maintenance department in the relevant trades, OR
4. Completion of a trade or technical school program in the relevant trade.
5. Possess and maintain valid Alabama driver's license and insurable driving record required.
6. Background clearance through FBI and ABI processes.
7. Meet and follow the health, age and drug screening requirements of BCS.
8. Subject to drug tests as required by law and School Board policy for transporting students and operating school-owned vehicles.

**ESSENTIAL FUNCTIONS:**

1. Regular and punctual attendance required; full compliance with BCS sick leave policy.
2. Determine and order needed supplies and materials for job sites.
3. Check completed job tasks of maintenance employees.
4. Plan, organize, and assign maintenance employees to routine daily job tasks.
5. Maintain adequate inventory of maintenance supplies, equipment, and tools.
6. Review and approve all specifications for materials and equipment to be purchased.
7. Advise school principals on technical matters concerning projects in their schools.
8. Subject to call seven (7) days a week, 24 hours per day in cases of emergency that may threaten the school system's property or equipment.
9. Supervise the planning and construction of additions or remodeling of existing facilities.
10. Supervise maintenance staff and evaluate them in accordance with Board policy.

11. Keep Assistant to the Superintendent informed about the general physical condition of the school system's facilities, equipment, and sites.
12. Practice and instruct safety in the performance of all jobs and emphasize the same to other maintenance employees.
13. Consult with and supervise the work of outside contractors.
14. Complete work orders and paper work in a timely manner.
15. Operate and manage a service vehicle as assigned.
16. Maintain credentials to operate vehicles and equipment as necessary to accomplish work tasks; required to promptly report loss of credentials to operate vehicles.

**OTHER RESPONSIBILITIES:**

Assume other reasonable and equitable job-related duties in any trade assigned by the immediate supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work an eight (8) hour day and overtime as requested.
2. Good knowledge of equipment, materials, tools, meters, testing equipment, and methods to safely perform work of the trades.
3. Skilled in the use of tools pertinent to the trade.
4. General knowledge of construction and maintenance practices.
5. Skilled in good safety practices of the various trades.
6. Possess good management skills.
7. Ability to coordinate the various trades.
8. Ability to prioritize job assignments.
9. Ability to follow and provide written and oral instruction and communicate effectively.
10. Complete assigned work tasks with a positive attitude.
11. Ability to work with a significant diversity of individuals and/or groups, and perform effectively as a team leader or team member.

**PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

1. Stand and walk 85 % of work shift.
2. Lift up to 100 pounds on an occasional basis.
3. Climb steps, extension ladders and scaffolds on a frequent basis.
4. Stoop, bend, crawl, squat, twist, and reach, on a frequent basis.
5. Working in extreme heat and cold on a frequent basis.
6. Adequate strength, dexterity, and agility to perform all required tasks.

**EVALUATION:**

Job performance for non-probationary employees will be evaluated by the immediate supervisor based on the BCS Board policy. Probationary personnel will be evaluated at least annually.

**APPEALS:**

An employ who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.