

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Facilities Management Foreman

### **QUALIFICATIONS:**

1. Must hold a valid Maine drivers license.
2. Must be able to follow written and oral instructions, read and understand work orders and building plans, and work with minimal supervision.
3. Must have the ability to establish and maintain effective working relations with staff, students, and community members.
4. Must be able to operate Maintenance Department equipment, vehicles and other work aides associated with this type of work.
5. Knowledge of DAA, EPA, OSHA and other federal, state and local laws.

**REPORTS TO:** Director of Facilities

**JOB GOAL:** To assist the Director in maintaining the physical school plant in a condition of operating excellence, cleanliness and safety.

### **RESPONSIBILITIES:**

1. Provides direct supervision of maintenance workers and outside vendors, including supervising, assigning, coordinating, reviewing and participating in all aspects of maintenance.
2. Processes requisitions, work orders and service complaints.
3. Stocks supplies as necessary.

**WORK YEAR:** Twelve-month year. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012