

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Maintenance/Operations Foreman	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director of Maintenance & Operations	<b>Auxiliary Pay Grade:</b>	100 (260 Days)
<b>Dept./School:</b>	Maintenance	<b>Date Revised:</b>	08/25/2021

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**Primary Purpose:**

Manages and supervises building maintenance operations of the District; maintains schools in a condition of operating excellence so that full educational use may be made at all times; provide students and staff with a physical learning environment that is safe, clean, attractive and functional.

**Qualifications:**

**Education/Certification:**

Required: High School Diploma  
Preferred: Bachelor's Degree  
Required: Valid Texas Driver's License

**Special Knowledge/Skills:**

Knowledge of the basic principles of construction, repair, capital improvements, maintenance operations, site maintenance/grounds and energy management systems.  
Knowledge of Federal, State and Local Codes pertaining to school finance, purchasing, contracts, MEP, AHERA, ADA  
Customer service oriented  
Manage budget for multiple trades  
Strong organizational, communication, and interpersonal skills  
Manage and supervise work order management system  
Supervise large major repair/replacement projects  
Responsible for on-site leadership for supervisors and contracted services  
Ability to pay attention to detail and strive for improvement  
Manage and supervise multiple projects simultaneously  
Ability to be a problem solver and implement solutions  
Computer operations  
Software productivity tools (i.e., Microsoft Office)  
E-mail  
Printers  
Job-related financial and business management systems  
Multimedia tools  
Electronic file management  
Bilingual, preferred

**Experience:**

Three to Five years of management and or supervision experience in maintenance operations managing all aspects of maintenance operations in multiple facilities.

**Major Responsibilities and Duties:**

1. Ensures that building maintenance operations are supportive of the instructional goals of the district.
2. Promotes a positive, caring climate for learning.
3. Deals sensitively and fairly with persons from diverse cultural backgrounds.
4. Employs effective interpersonal skills.

5. Assess and respond to needs related to job responsibilities.
6. Contributes to the recommendation of sound policies directed toward program improvement.
7. Designs feasible projects for implementing innovations.
8. Delegates responsibilities and manages personnel and resources to achieve desired goals/objectives.
9. Assists in the preparation, review, and revision of job descriptions in building maintenance.
10. Develops and maintains training options and/or improvement plans to ensure the best operation in the area of general maintenance.
11. Evaluates job performance of employees to ensure effectiveness.
12. Makes sound recommendations relative to personnel employment, placement, transfer, retention, and dismissal.
13. Manages the building maintenance and repair operations of the District. Ensures that programs are cost-effective and funds are managed prudently.
14. Compiles and presents budgets and cost estimates based upon documented program needs.
15. Implements and ensures the policies established by local, federal and state law, State Board of Education rules, and the local board policy in the area of maintenance, construction and repair.
16. Compiles, maintains, and files all reports, records, and other documents as required.
17. Assists in the development and maintains written departmental procedures for maintenance, operation of buildings and equipment in the District.
18. Receives and processes work orders for the repair and maintenance of facilities.
19. Identifies, plans, implements and maintains a strong preventive maintenance program in all maintenance operations.
20. Implements and maintains a vehicle replacement program.
21. Provides proper upkeep and maintenance of all district facilities.
22. Coordinates and ensures the repair of facilities regarding fire inspections for the District.
23. Assists in the preparation of plans and specifications for contracted repair work for submission to the purchasing department for bids.
24. Informs and discusses with the director on a regular basis regarding progress and status of projects and maintenance of facilities.
25. Works cooperatively with the director on matters involving maintenance and recommends changes and improvements.
26. Assists in facility assessments and contributes to the major maintenance and capital improvement program.

**Other**

27. Demonstrates support for the District's student management policies and expected student behavior related to maintenance operations.
28. Develops professional skills appropriate to job assignments.
29. Demonstrated behavior that is professional, ethical, and responsible and serves as a role model for all District staff.
30. Engages in professional development activities voluntarily.
31. Demonstrated initiative to develop personal and professional skills.
32. Articulates the District's mission and goals in the area of maintenance to the community and solicits the community's support in realizing the mission.
33. Demonstrates awareness of District/community needs and initiates activities to meet those identified needs.
34. Demonstrates the use of appropriate and effective techniques for community and parent involvement.
35. Cooperates with other departments/offices as their specific duties relate to maintenance programs.

**Supervisory Responsibilities:**

- 36. Directs the activities of, supervises and evaluates the performance of supervisory staff assigned to maintenance operations.
- 37. Manage day-to-day operations for the Maintenance and Grounds staff assigned.
- 38. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

- 39. Use of standard office equipment including personal computer and peripherals
- 40. Ability to receive information and/or instruction from internal/external customers through spoken expression.
- 41. Ability to manipulate tools/equipment/keyboards.
- 42. Ability to convey information and/or instruction to internal/external customers through spoken expression.
- 43. Ability to perform work while standing and/or walking for extended periods, up to eight (8) hours a day.
- 44. Ability to see detailed information, naturally or with correction.
- 45. Ability to maintain control under stress.
- 46. Occasional bending/stooping, pushing/pulling, lifting and twisting.
- 47. Frequent District-wide with occasional statewide travel
- 48. Occasional prolonged and irregular hours.

**Tools/Equipment Used:** Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

**Additional Duties:**

Performs other job-related duties as assigned.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by \_\_\_\_\_

Date \_\_\_\_\_