

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: FOREMAN

JOB SUMMARY: An employee hired to perform a multitude of tasks and duties pertaining to the organization and operation of the school districts' maintenance/custodial or transportation departments, who is responsible to an assigned supervisor. The position is that of a working foreman.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License
3. Valid British Columbia Journeyman Certification.
4. Minimum of four years' experience in a similar supervisory position.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Work under pressure, multi-task and meet deadlines.
3. Understand, keep current and apply guidelines, regulations, codes and acts from various Ministries and/or enforcing agencies, pertaining to the position.
4. Be self directed, flexible and work independently.
5. Work with disagreeable conditions from time to time.
6. Solve problems related to the job.
7. Read and understand specialized and technical material related to the position.
8. Maintain confidentiality.
9. Develop effective work methods to handle assigned tasks.
10. Perform the physical requirements of the job.

RESPONSIBILITIES AND DUTIES:

1. Responsible for the organization and operation of the school district's maintenance/custodial or transportation departments.
2. Ensure employee compliance to all guidelines, codes, regulations and acts relating to the position.
3. Perform administrative functions such as:
 - purchasing of supplies parts and equipment,
 - budget preparation and inventory management,
 - estimating and billing of costs,
 - supervision of staff,
 - hiring and performance evaluations,
 - assigning and scheduling of work.

4. Maintain close liaison with contractors, school district personnel and inspectors.
5. During any absence of the supervisor the foreman will assume temporary responsibility.
6. Implement, compile and maintain maintenance program records and reports.
7. Responsible for scheduling and co-ordination of work.
8. Perform other job related duties.

March 1, 1999