

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Maintenance Mechanic Foreman

QUALIFICATIONS:

1. **Education/Certification:** High School diploma, or equivalent, post secondary training in maintenance field desirable. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with maintenance staff, administrators, students, school and town personnel and citizens at all times; knowledge of chemicals, asbestos management, Safety and Material Safety Data Sheets. Demonstrated aptitude or competence in supervision and training of maintenance employees and for carrying out basic carpentry, electrical, plumbing, roofing, painting, heating, grounds and mechanical repair. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Business Manager and/or Superintendent of Schools

SUPERVISES: Maintenance Mechanic Staff

JOB GOAL: To provide all students, and the community at large, with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play and engage in personal growth and development.

PERFORMANCE RESPONSIBILITIES:

1. Perform all duties of a Maintenance Mechanic.
2. Responsible for the daily operation of the maintenance department to include all school and town buildings.
3. Review daily work order request using School Dude and e-mail.
4. Assign work schedule and duties to maintenance staff.
5. Order materials for various jobs and inventory needs following the purchase order procedures.
6. Track all work orders and log expenses in School Dude Maintenance program.
7. Review building control systems daily to confirm proper operations.
8. Set daily use schedules on computerized building control systems according to Use of Facility schedule.

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Maintenance Mechanic Foreman (continued)

9. Manage expense accounts with the supervision of the School Business Manager.
10. Maintain monthly account expense sheets for town and school review.
11. Forward all building improvement request to Town Facilities Manager.
12. Assist the Town Facilities Manager and the Business Manager with the budget process.
13. Consults with the Business Manager as to the need for services and/or repairs by outside contractors.
14. Evaluates the performances of the maintenance staff according to the approved schedule.
15. Performs other tasks as may be assigned by the Business Manager and/or Superintendent of Schools.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year in accordance with recommendations established by the Superintendent of Schools and District Business Manager.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

Physical Demands: adjusting, connecting, painting, lifting up to fifty pounds, pulling, writing, and operating

Environmental Conditions: outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

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.

School Board Approved: May 12, 2009