

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: MAINTENANCE AND OPERATIONS FOREMAN**

**DEFINITION:** Under the supervision of the Assistant Superintendent, plan and direct activities of the maintenance, grounds and operations departments. Perform a variety of skilled and semi-skilled work in the construction, maintenance and repair of school buildings, grounds and equipment. In coordination with site principals, direct custodians in keeping facilities clean, safe and orderly.

**ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:**

- Confer with the Assistant Superintendent in planning maintenance and grounds programs and in addressing care, safety and cleaning needs and custodial issues at the school plant or administration buildings.
- Examine school buildings and grounds for needed repairs and maintenance.
- Analyze and establish standards for deferred maintenance and grounds maintenance programs.
- Assign and prioritizes work orders.
- Confer with maintenance and custodial staff and school administrators on projects.
- Inspect assigned work, which may require a flexed schedule.
- Keep records and prepare reports as needed including items such as Material Safety Data Sheets and AHERA (asbestos inspections).
- Assign work to maintenance, grounds and custodial staffs.
- Recommend priorities of repair projects.
- Estimate costs of repair projects in terms of labor and materials (such as small buildings and building additions, walls, fences, equipment installations, etc.)
- Assist in preparation of budget for district maintenance, grounds and custodial upkeep.
- Responsible for requisitioning and maintaining inventories of maintenance and custodial materials, supplies and equipment.
- Inspect facilities periodically for cleanliness, safety and orderliness and plans custodial schedules to meet needs of school.
- Direct the preparation of facilities for special events.
- Participate in the summer maintenance and cleaning program.
- Complete carpentry, plumbing, electricity and painting assignments as required to meet work order demands.
- Respond to emergencies quickly and calmly and make appropriate decisions.
- Schedule vacations.
- Organize staff development sessions on various operational topics including safety requirements.
- Assign custodial substitutes as necessary.
- Assist in the selection or recommendations for employment of all custodial personnel.
- Organize annual summer maintenance, grounds and cleaning schedule.

**QUALIFICATIONS:**

**Knowledge of:**

- Journeyman's tools and their proper use.
- Building, repair, maintenance and custodial work.
- Effective methods of supervision.

**POSITION TITLE: MAINTENANCE AND OPERATIONS FOREMAN, *Continued***

**Ability to:**

- Understand and carry out oral and written instructions.
- Effectively direct others in maintenance, grounds and custodial work.
- Develop and maintain cooperative working relations with those contacted in the course of work.
- Prepare work schedules and submit reports.
- Layout, schedule, direct and control a diversified maintenance and grounds operations work program.
- Plan and coordinate the work of others.
- Estimate amounts of materials and labor required for jobs.
- Understand and implement regulations such as hazard communications.
- Communicate clearly and concisely.

***EDUCATION AND EXPERIENCE:***

- Any combination of education and/or experience that would demonstrate possession of the knowledge and abilities listed herein.
- Completion of the twelfth grade.
- Degree and or supplemental coursework in the related field is desirable.
- Use of journeyman's tools and a journeyman's level of skill in at least one field.
- Combination of three years' experience in building, repair, maintenance and custodial work.
- Minimum of one year of lead/supervisory experience.

***PHYSICAL REQUIREMENTS: of this position are, but not limited to, the following;***

**Ability to:**

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of reading laws and codes, rules, reading work orders, diagrams, labels and other printed material and policies, and other related matter.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Bend, twist, kneel and/or stoop.
- Operate hand tools, mechanical equipment and power tools, as well as District vehicles, with dexterity.
- Lift and carry 75 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems.
- Stand/work on ladder for extended periods of time.
- Drive various automatic or manual transmission vehicles.
- Meet the travel requirements of the position.

**POSITION TITLE: MAINTENANCE AND OPERATIONS FOREMAN, *Continued***

**WORKING CONDITIONS:**

Position requires irregular schedule involving both night and day shifts. Indoor and outdoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with potentially hazardous asbestos-containing materials/equipment, solvents, paints, grease, oil, and other chemicals.

**LICENSE OR CERTIFICATES:**

- Valid California Driver's license.
- Valid CPR/First Aid Certification desirable.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.