

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

OPERATIONS FOREMAN

POSITION: Operations Foreman
REPORTS TO: Director of Operations
LOCATION: Division of Supporting Services

NATURE OF WORK:

This position provides leadership, technical support, and assistance to all Building Service staff in maintaining school facilities in a condition of operating excellence, cleanliness, and safety, and provides training to custodial staff and ensures consistency of custodial care at all facilities.

ESSENTIAL FUNCTIONS:

- Ensures all Operations Department policies and procedures are followed at all sites, and that a high level of customer service is maintained at all times;
- Generates site cleaning plans and instructs staff regarding best practices;
- Inspects sites for cleanliness;
- Inspects sites for safety compliance and maintains appropriate documentation;
- Ensures operational files and records are maintained and current;
- Provides support and technical assistance to staff at all school locations.
- Develops training modules and protocols and instructs building service personnel in all aspects of their work practices;
- Coordinates the school district's Integrated Pest Management Program (IPM) in congruence with the Maryland State Department of Agriculture;
- Responds to and supports alarm calls and emergency situations in schools as they occur.
- Manages custodial equipment inventory, repair, deployment, compiling relevant data to guide equipment purchasing decisions.

ILLUSTRATIVE EXAMPLES OF WORK:

- Develops, coordinates, and teaches team cleaning and summer cleaning strategies and approves plans for all sites;
- Teaches proper use and care of all custodial equipment;
- Investigates IPM related issues and liaises with contracted vendors to implement and track solution strategies;
- Role models effective customer services practices;
- Monitors building systems, such as the fire alarms, security systems, temperature control, heating, air conditioning, and electric;
- Conducts periodic surveillance visits and reports in accordance with Asbestos Hazard Emergency Response Act (AHERA) legislation;
- Liaises with state agencies regarding district compliance with environmental legislation.
- Coordinates operational support of all non-school buildings, such as the Elms Environmental Center, Central Administration, Division of Supporting Services.

DUTIES AND RESPONSIBILITIES:

- Establishes standards and procedures for the custodial care of all school facilities;
- Inspects and provides quality control for the custodial care of all school facilities;
- Assists in the selection, assignment, scheduling, and training of operations personnel;
- Monitors the performance of contracted services, and ensures compliance with state and federal legislation;

- Researches custodial equipment and industry best practices;
- Directs the work of all Building Service personnel;
- Assists with coordinating Building Service personnel assignments to provide uninterrupted services to all schools and sites;
- Manages the custodial equipment repair service program;
- Inventories and manages light bulbs for all schools and office locations;
- Prepares organizational and other reports for various departmental targeted areas;
- Ensures safe work practices of operations personnel and trains staff on correct usage of personal protective equipment;
- Support the school district's compliance with AHERA;
- Monitor and respond to building alarm system communication.

QUALIFICATIONS:

- Graduation from High School (or GED) required;
- A minimum of five years of experience in building operational management;
- Other combinations of applicable education, training, and experience, which would provide the knowledge, abilities, and skills necessary to effectively perform in this position;
- Possess and maintain a valid driver's license with no more than the equivalent of four (4) points;
- Possesses considerable knowledge of methods, materials, and practices used in custodial maintenance and custodial equipment;
- Ability to obtain certification as an AHERA Inspector;
- Ability to communicate effectively both orally and in writing;
- Utilization of computer applications and electronic file management; and
- Computer literate with a working knowledge of Microsoft Office programs.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

Hours for this position are typically 11:00 AM to 7:30 PM but vary to meet the needs of the school district.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 20.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP