

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:

Provides leadership, technical support and assistance to all building service staff in maintaining school facilities in a condition of operating excellence, cleanliness, and safety. Provides training to custodial staff and ensures consistency of custodial care at all school facilities.

ESSENTIAL FUNCTIONS:

- Knowledge of custodial equipment, supplies, procedures, and techniques;
- Ability to communicate effectively both orally and in writing;
- Demonstrated ability in scheduling, workload management, and personnel management;
- Experience in inventory supply order preparation and management;
- Ability to train and evaluate personnel in custodial care and safe work practices; and
- Utilization of computer applications and electronic file management.

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;
- Approves and edits custodial supply orders;
- Provides leadership for the operations group comprised of building service managers;
- Procures custodial equipment and supplies for all school facilities;
- Manages the custodial equipment repair service program;
- Inventories and manages light bulbs for all schools and office locations;
- Prepares organizational and other reports for the Director of Operations;
- Ensures safe work practices of operations personnel;
- Coordinates team cleaning and summer cleaning plans for all sites;
- Assists in emergency operations;
- Teaches proper use and care of all custodial equipment;
- Ability to follow both written and verbal instructions;
- Utilizes effective human relations and communications skills in interacting with employees; customers, and vendors/service providers;
- Possesses the basic knowledge of building systems, such as the fire alarms, security, temperature control, heating, air conditioning, and electric;
- Prepares documents for procurement of supplies and equipment used in performing custodial services; and
- Interacts with state agencies regarding district compliance with environmental legislation.

QUALIFICATIONS:

- Possesses considerable knowledge of methods, materials, and practices used in custodial maintenance;
- Graduation from High School (or GED);

- Five years of experience in the care and cleaning of school facilities as a Building Service Manager;
- Other combinations of applicable education, training, and experience, which would provide the knowledge, abilities, and skills necessary to effectively perform in this position; and
- Must possess a valid state of Maryland driver's license.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

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