

MAINTENANCE FOREPERSON (BUILDINGS, GROUNDS & TRANSPORTATION)*

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the School District Treasurer, Superintendent of Schools, Assistant Superintendent of Schools, or other higher level position, an incumbent of this class supervises and performs skilled maintenance and repair work of buildings and school grounds and supervises the transportation operations of a school district. This position has the combined responsibility for all building and grounds maintenance, cleaning, snow removal and construction activities as well as the transportation services of the school district. Working in accordance with established District policies, the incumbent exercises considerable independent judgement in the exercise of managerial and technical proficiency required in this position. Responsibility is exercised over a wide variety of work tasks including the layout of jobs sufficiently complex to require advance planning, the supervision of and participation in such work. Liaison with private contractors working on alterations or new construction work is an aspect of this position. Supervision is exercised over maintenance, custodial and transportation personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Schedules, supervises and participates in building maintenance and repair activities including, but not limited to, building construction work, repairing or altering of original construction, plumbing installation and repair work, general cleaning and maintenance, etc.;

Plans, supervises and participates in grounds maintenance, landscaping and snow removal;

Oversees electrical installation and repair work performed by an appropriately licensed electrician including such things as rewiring buildings, repairing or installing outlets, wiring thermostatic controls, connecting fixtures, etc.;

Supervises the maintenance and operation of heating and ventilation systems;

Plans, schedules and oversees the District's transportation operations including maintenance of automotive equipment;

Assigns personnel responsible for cleaning, maintenance work and transportation routes and plans appropriate work schedules;

Prepares tentative budget estimates for custodial, maintenance and transportation components of the school district's operations;

Acts as a liaison between the school district and private contractors working on alterations and/or new construction;

Coordinates the use of buildings and grounds during instructional and non-instructional periods;

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EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists in the planning of new projects and facilities and/or confers with district administration concerning upkeep, alterations and repairs;

Interviews and recommends hiring of subordinate personnel;

Oversees and participates in the receipt, storing and distribution of all goods delivered to the school district;

Prepares periodic reports (statistical, cost, etc.), as required, regarding repairs, maintenance, transportation, etc.

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in the performance of the job;

May perform electrical installation and repair work if appropriately licensed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of building maintenance practices, procedures, supplies and equipment; thorough knowledge of building construction methods, materials and practices; thorough knowledge of the terminology used in the operation of a building maintenance shop; good knowledge of standard transportation methods and of the operations of busses; thorough knowledge of grounds maintenance practices, procedures, supplies and equipment; good knowledge of use, care, and repair of the automotive equipment used; good knowledge of the accident and safety precaution connected with such maintenance and repair work; ability to plan and supervise all phases of the districts' buildings, grounds, and transportation programs; ability to plan and supervise the work of others; ability to work effectively with others; ability to prepare reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; ingenuity and resourcefulness; mechanical aptitude; initiative in carrying out repair work and in seeking improved work methods; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) eight (8) years of work experience where the primary function of the position was in the maintenance of buildings, grounds and/or automotive equipment, including or supplemented by one (1) year of experience that involved the scheduling and assignment of personnel; or (b) possession of a high school or high school equivalency diploma and four (4) years of experience as described in (a) above, including the one (1) year of specialized experience; or (c) graduation from a two-year post high school trade school course* in a field related to maintenance and repair and two (2) years experience as described in (a) above, including the one (1) year of specialized experience.

SPECIAL REQUIREMENT: At time of appointment, incumbent may be required to possess a Master Electrician License issued by the Westchester County Electrical Licensing Board in accordance with Sections 277.702 and 277.707 of Westchester County Law Article XVII. The appointing authority is responsible for ensuring that this license is current and maintained throughout the course of employment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Competitive
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Job Class Code: S479

*Formerly known as "Maintenance Foreman (Buildings, Grounds & Transportation)"