

JOB DESCRIPTION
Nebo School District

Maintenance Foreman - Roofing and Grounds

Purpose Statement

The job of Maintenance Foreman - Roofing and Grounds is done for the purpose/s of maintaining an attractive and safe grounds area/s and athletic fields; protecting against erosion; maintaining grounds for assemblies and/or recreational activities (e.g. track, football, graduation, etc.); applying pesticides; identifying potential repairs; maintaining facilities in a safe, comfortable and operating condition; and ensuring assignments are completed in a safe, efficient and timely manner.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Supervisor

Essential Functions

- Applies pesticides for the purpose of controlling insects and weeds in accordance with established procedures.
- Coordinates with administration and other trades for the purpose of completing work orders and projects efficiently.
- Diagnosis problems or failures in roofs, sprinkling systems and grounds for the purpose of identifying items needing repair or replacement.
- Estimates materials and/or equipment need to complete work projects for the purpose of ensuring timely completion of projects and/or preparing bid specifications.
- Evaluates landscaped areas, equipment, sprinkler systems and grounds (e.g. fields, parking areas, etc.) for the purpose of identifying repairs and/or replacement needs, maintain schedules and preventing erosion.
- Inspects roofs, sprinkling systems and grounds for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventative maintenance.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
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- Operates heavy equipment (e.g. trucks, tractors, mowers, back hoe, etc.) for the purpose of maintaining District grounds.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the school district grounds attractive and protecting against erosion.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Prepares grounds and athletic fields (e.g. ball fields, courtyards, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, athletic events and/or recreational activities.
- Prioritizes and organizes work for the purpose of ensuring that there are workers and materials on the project site when needed and work in completed in a timely manner.

- Procures equipment, supplies and materials (e.g. landscaping supplies and equipment, roofing equipment and supplies, etc.) for the purpose of maintaining availability of required items and completing jobs efficiently and within budgetary limits.
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Supervises personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds and roof maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; safety practices and procedures; familiar with different roofing materials and how to repair the various materials.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing supervision and guidance while communicating with diverse groups; adhering to safety practices; meeting deadlines and schedules; and working under time constraints; Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt