

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Caretaker Foreman

REPORTS TO: Directly: Operations Manager
Indirectly: Principal or Designate

Purpose:

Under the direct supervision of the Operations Manager the Caretaker Foreman works to directly oversee caretaking, cleaning and maintenance services within an assigned group of schools to ensure their clean and safe operation.

Required Education, Knowledge, Qualifications and Experience:

- Minimum of Grade 12 diploma or equivalent from a recognized educational institution
- Valid 5th Class Engineer Certificate
- Valid Driver's license
- Minimum 3 years experience in a caretaking or facilities position
- 1 year of supervisory experience in facility operations or maintenance is preferred
- Knowledge of legislation & applicable codes that apply to educational facilities.
- Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities.
- Level I & II Occupational Health & Safety Training is preferred
- Knowledge of fire/safety system requirements as they apply to public buildings.
- Strong Knowledge of the Workplace Hazardous Materials Information System
- Knowledge of caretaking best practices and the operation of equipment as well as the use of cleaning products for institutional cleaning.
- Knowledge of HVAC systems
- Knowledge of computers and applicable software similar to those utilized by the school division

Required Skills and Abilities:

- Ability to work with minimal supervision.
- Ability to lead a team within a facility or facilities as well as be a member of that team
- Clear understanding and ability to provide situational leadership
- Ability to delegate work to staff and provide appropriate supervision to ensure that the quality of work meets requirements.
- Ability to prioritize multiple demands and effectively manage time.
- Ability to execute written and oral instructions for the safe, competent use of caretaking supplies and operation of equipment
- Ability to do Medium Load Work which includes:
 - exerting up to 50 lbs. of force occasionally (lifting and/or carrying)
 - exerting up to 20 lbs. of force frequently
 - exerting up to 10 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Ability to perform maintenance functions.

Supervision of Staff:

This position provides direct supervision to an assigned group of Caretakers.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Caretaker Foreman shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Regularly inspect facilities and consult with staff to ensure a high standard of cleanliness
- Manage the implementation of effective caretaking practices in the school division.
- Assist in the maintenance of a division wide caretaking manual that outlines specific procedures for cleaning standards that are consistently applied throughout the division/ This will include:
- Directs the daily caretaking staff, schedules and resources required to effectively and efficiently complete tasks in a timely fashion
- Provide direct supervision and management, including but not limited to: hiring, coaching, training and evaluating the performance of caretaking staff as required
- Provide supervision and management to service contractors as required.
- Assists the Operations Manager in the development of long range plans and budgets.
- Manage all school caretaking projects as assigned
- Troubleshoots the building control programs with caretakers
- Assist with caretaking in-services for ongoing training of employees
- Assist with coordination of caretaking services with external user groups renting NESD facilities
- Assist in emergencies which may involve emergency call-outs to affect repairs and to re-secure the buildings.
- Inspect equipment and surfaces as required.
- Be cognizant of the need to be proactive in energy management (i.e. turning off lights, HVAC systems when not required).
- Maintain maintenance records as required.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Administrative Procedures.
- Practice safe work habits at all times.
- Participate in all scheduled in-services as required.

Judgment, Independence and Client/Peer Contact:

Confidentiality:

At no time should a Caretaker Foreman discuss, in public, information pertaining to a student or staff. The Caretaker Foreman is expected to respect the nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Caretaker Foreman is expected to work independently and as a team member of the Facilities Department, all schools and the division office as required.

Client/Peer Contact

This employee works collegially with school staff, school-based administration and other school-division staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: Caretaker Foreman

The salary grid for this position is tied to the following grid:

Maintenance Worker and Caretaker Foreman Grid

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Nov 2012
Reviewed:	