

**Region 10 Technical High School
68 Church Road
Brunswick, ME 04011**

Position Title: WORKING MAINTENANCE FOREMAN

Supervises: Custodial Staff

Reports To: Superintendent/Director and/or designee

JOB GOAL:

To provide students, staff, and the general public with a safe, clean, comfortable and efficient place to work and learn.

ESSENTIAL JOB FUNCTIONS:

1. Ability to work flexible hours to meet the needs of Region 10 Technical High School to include being on call **(24/7)** for emergencies and maintenance needs of the building.
2. Assume responsibility for the supervision, training, and evaluation of assigned staff.
3. Maintains open and productive communication with the Superintendent/Director and/or designee.
4. Maintains positive communication with staff, students and parents.
5. Attends monthly meetings with the Cooperative Board Facilities Committee. Assists in the creation and maintenance of a five-year facilities plan.
6. Monitors and communicates with custodial staff to ensure building needs are met.
7. Completes a daily walk-through of the facility, to include morning security check and checking in with administrative designee ensuring the cleanliness and safety of the facility.
8. Performs maintenance duties such as minor electrical repairs, plumbing repairs, wall repairs, light carpentry, and other duties necessary to ensure a safe, well-maintained facility.
9. Promptly reports to Superintendent/Director and/or designee of any major repairs needed.
10. Assure the prompt and timely completion of assigned work by efficiently directing the appropriate personnel to various jobs and doing follow-up inspections to ensure completion.
11. Maintaining contracts under the discretion of the Superintendent/Director for snow removal, lawn care, and general repairs. **Superintendent/Director will be required to sign all contracts.**
12. Completing necessary paperwork for orders of all supplies, repairs, and purchases.
13. Maintain inventory of materials, equipment, and tools necessary to accomplish various jobs assigned.
14. Maintain all school vehicles to State of Maine standards. Keep logs of vehicle inspections and repairs.
15. Ensure custodial staff, and other staff as needed, understand how to correctly operate all equipment by training them in equipment operation.
16. Ensure that all floor plan maps are posted prominently in each corresponding space for safety drills. Inspect monthly to make sure of unobstructed placement and that all maps are current.
17. Check Fire Extinguishers monthly to ensure proper use and that they are unobstructed.

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18. Inspect all AED, emergency and exit lighting, fire suppression/sprinklers, confined spaces and egresses **monthly** to ensure they are unobstructed, clearly labeled and operational. Keep documentation on inspections easily accessible for view.
19. Reports to the Safety Committee as the Safety Coordinator at each meeting a general report of any non-compliances and make recommendations to address.
20. Notify staff in the event of a hazardous or dangerous situation (ie; egress blocked by equipment, etc.) and recommend correct measures for safety.
21. Conduct an annual driver's safety course for all staff that transport students.
22. Maintain an up-to-date MSDS binder.
23. Provide Superintendent/Director with an annual list of any repairs or equipment replacements prior to budget development. Create a list to include equipment, repairs or upgrades necessary with quotes for replacement or repair.
24. Assist in the development of the annual budget and assure compliance with budget guidelines by establishing priorities and maintain accurate records. Works with the Business Manager to maintain accuracy on budgets and quotes.
25. Hold a current valid State of Maine CDL with P & S endorsements or must obtain within the current school year (FY26).
26. Fulfill other related duties as assigned.
27. Maintains confidentiality and professionalism with all aspects of student and staff information and communication.

WORKING CONDITIONS:

This employee can anticipate occasional exposure to inclement weather. Lifting, carrying or maneuvering of heavy equipment or heavy objects in excess of 50 pounds is a regular function of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Operations, methods, practices, materials, tools, equipment and terminology used in the trade.
- Applicable building codes
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Occupational hazards and necessary safety practices.
- Read with comprehension, write and calculate accurately.
- Understand the policies, procedures, and related job information.
- Follow to completion verbal or demonstrated instructions.
- Ability to communicate effectively with staff.

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- Work independently without close supervision.
- Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting, bending, twisting, stooping, and climbing stairs.
- Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.
- Ability to understand and follow budgets.

QUALIFICATIONS:

1. High School diploma or equivalency diploma
2. Advanced education/experience in the specific job requirements
3. Experience as a foreman or supervisor in/or related work environment
4. Working knowledge of several technical procedures and the ability to teach them to others
5. Have or retain a CHRC (Criminal History Record Check)
6. Experience working with computers and software programs
7. Organized and attention to detail
8. Pre-employment physical