District Day Foreman

Reports to: Director of Buildings & Grounds, Director of Climate, and Business Manager
Terms of Employment: Twelve-month, exempt management position. Annual salary established by the Board of Education.

Position Summary

The District Day Foreman coordinates, directs, and participates in custodial and maintenance operations throughout the District. This position provides daily supervision, supports employee training and evaluation, and coordinates custodial services with building schedules and District activities to maintain clean, safe, secure, and well-maintained facilities.

Essential Responsibilities and Duties

1. Assist with the supervision and evaluation of maintenance and custodial personnel throughout the District.
2. Coordinate daily custodial assignments and work schedules to meet building needs, District priorities, and established standards.
3. Assign and participate in cleaning, maintenance, facility preparation, and other scheduled work.
4. Assist with the computerized maintenance management system to track work orders, identify trends, prioritize assignments, and improve service quality and efficiency.
5. Train employees in proper cleaning methods, the safe use and storage of materials, equipment operation, and applicable safety procedures.
6. Conduct regular inspections of assigned areas to assess work quality, identify deficiencies, and ensure timely corrective action.
7. Monitor employee attendance and adherence to assigned starting times, breaks, lunch periods, and ending times. Communicate concerns to the appropriate supervisor.
8. Adjust assignments and coordinate coverage during employee absences to maintain essential services.
9. Coordinate and participate in facility setup, cleanup, and custodial support for school activities, District events, and approved public use of facilities.
10. Request, distribute, and monitor custodial supplies and equipment. Report shortages, repair needs, and replacement requests to the appropriate supervisor.
11. Conduct daily building rounds to identify cleaning, maintenance, safety, and security concerns and coordinate appropriate follow-up.
12. Verify that doors and windows are secured and that lighting is turned off as appropriate for building occupancy and scheduled activities.
13. Respond to calls from the security monitoring service and follow District procedures for notification and response.
14. Maintain a working knowledge of applicable collective bargaining agreements and follow their provisions when carrying out supervisory responsibilities.
15. Apply working knowledge of basic electrical and mechanical operations to identify concerns and refer work requiring specialized expertise to qualified personnel.

16. Communicate regularly with supervisors and building administrators regarding work progress, staffing needs, facility concerns, and upcoming activities.
17. Perform other related duties as assigned by the immediate supervisor.

Performance Evaluation

Performance will be evaluated annually in accordance with Board of Education policies governing the evaluation of supervisory personnel.

Additional Responsibilities

This description identifies the primary responsibilities of the position. The employee may be assigned additional duties that are similar to or reasonably related to the position.