

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Number Title: Shift Foreman Cat II
Pay Schedule: AFSCME Plant Operations
FLSA Status: Non-Exempt
Reports to: Building Supervisor/ Administrator

JOB SUMMARY

Serves as a work shift coordinator. Oversees the operation of the total physical plant during an assigned shift including the supervision of all custodial and maintenance personnel assigned.

ESSENTIAL JOB FUNCTIONS

- Supervises the custodial crew assigned to his shift in the care of the outside and inside of a school building and the surrounding grounds.
- As a working supervisor, supervises and works with personnel who sweep, mop, wax, polish floors; dust and wax furniture, wash windows, shades and walls; shampoo carpets; remove snow and ice; miscellaneous cleaning as required. The care of the grounds includes lawn mowing, general care of shrubs, and care of plan areas to provide a neat appearance.
- Supervises and/or operates and/or maintains the heating, air conditioning, plumbing, lighting, and all associated mechanical/electrical systems at the assigned school on a continuous basis. Makes minor repairs to building and furniture.
- Insures that the operation of all equipment is done in accordance with state and local building codes, in a safe and efficient manner.
- Organizes, plans, assigns work, supervises, and evaluates the assigned personnel in the performance of their assigned duties.
- Works with staff members, principals and teachers in administrative and other programs involving plant operations and maintenance.

MINIMUM REQUIREMENTS

- Shall meet and exceed the minimum requirements established for a Custodian I position.
- High school diploma or its equivalence.
- Three (3) years successful experience in the field of custodial services, plant maintenance, or other related services.
- Demonstrated experience with supervision of employees.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate orally and in writing
- Ability to utilize interpersonal communication skills
- Outstanding human relation skills
- Ability to prepare and maintain accurate reports and records
- Demonstrated ability to read, interpret, maintain and prepare written reports and records.

PHYSICAL DEMANDS

Heavy Work: Exerting exceptionally strong but not constant physical effort to perform very heavy work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds frequently and 100 pounds or over occasionally with assistance), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

BENEFITS

These positions are eligible for the following:

- Leave – Sick and Personal (all employees); Vacation (12-month employees)
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Licensure and/or Certification stipend, if applicable
- Overtime eligible in excess of 40 hours
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary – [Plant Operations Salary Scale FY26.xlsx](#)

Placement on the salary scale is determined in accordance with the salary placement procedures of Carroll County Public Schools and is based on verified education and relevant experience. Final placement is subject to review and approval by the Human Resources Department.

Carroll County Public Schools has the right to revise this position description at any time, and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

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