

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Foreman Maintenance

**Department:** Maintenance

**Grade** L  
**H.P.D.** 8  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** July 2023

**Reports To:** Maintenance Manager

**Purpose of Job**

The purpose of this job is to assist in the supervision and coordination the day-to-day activities of workers engaged in the maintenance of all school system buildings and equipment. Duties include, but not limited to: coordinating and monitoring a wide variety of repairing and remodeling of CMCSS facilities, supervising, prioritizing, scheduling, evaluating and assisting maintenance staff consisting of up to sixty-six employees, and performing additional tasks as assigned by the Building Maintenance Manager and the Assistant Building Maintenance Manager.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions. Takes over responsibilities in the absence of the Assistant or Maintenance Manager.

Assists in the oversight of fifteen trades including: wastewater treatment, cabinetry, inventory/parts, building automation systems, boiler/chiller/HVAC, electrical, electronic, pest control, structural, roads and grounds, waste management/garbage collection, plumbing, refrigeration, small engine repair, and custodial equipment. Assists in all aspects of building maintenance operations necessary to complete assigned work.

Responds to structural and after-hours emergencies.

Performs annual system-wide key audits.

Assists the Building Maintenance Manager and the Assistant Maintenance Manager in the enforcement of rules and regulating standards for the safety of occupants in the school and administrative buildings as they relate to life safety. Assists in the enforcement of energy conservation programs.

Assist in on-site inspections of new schools and renovation jobs; plans material utilization; evaluates employees; ensures that personnel have necessary tools and equipment to complete their mission.

Oversees the repair and preventative maintenance of boiler/chiller equipment, HVAC equipment, installation and repair of electrical and electronic equipment, and all structural, grounds, and plumbing repairs. Assists in all aspects of maintenance operations necessary to complete assignment.

Conducts employee evaluations, ensures that personnel have the necessary tools and equipment to complete their mission. Assists in the selection of new hires, promotions, terminations and transfers.

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Reads and interprets blue prints and construction documents.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

Establishes and maintains an effective liaison with school employees (e.g. custodians, school administrators and cafeteria managers).

Must have working knowledge to operate scissor lift and vertical lifts.

Responds to routine and emergency service calls including after-hours calls.

Prepares and processes documentation including invoices and work orders, capable of calculating necessary materials for a given job.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma or (Equivalent) and vocational or technical school training required, with a minimum of five years of maintenance experience and two years of supervisory experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's license required. Must be able to obtain and maintain a universal refrigeration certification for use and recovery of refrigerants required by the Environmental Protection Agency. Gas and electrical license not required by is desired.

### **KNOWLEDGE OF JOB**

Has comprehensive knowledge of the policies, procedures, and activities of the School System and maintenance practices as they pertain to the performance of duties relating to the job of Foreman Maintenance. Has thorough knowledge of maintenance practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with co-workers,

supervisors, and members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in training co-workers including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of over 100 pounds (50 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be able to operate a variety of hand and table tools etc.;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

#### **ATTENDANCE:**

A regular and dependable level of attendance is an essential function for this position.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**