

## **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

### **JOB DESCRIPTION**

- TITLE:** Maintenance Working Foreman
- REPORTS TO:** Supervisor of Buildings and Grounds
- SUPERVISES:** Maintenance Worker/Maintenance Lead Worker
- QUALIFICATIONS:** Ability to read, write and communicate effectively  
High school diploma or equivalent training  
Black Seal License  
Valid New Jersey driver's license  
Good physical health and ability to perform assigned tasks  
Required criminal background check and proof of US citizenship or legal resident status
- JOB GOAL:** To maintain grounds property clean, safe and a comfortable school/office environment

### **PERFORMANCE RESPONSIBILITIES:**

1. Establishes and enforces operating procedures and work standards that will ensure adequate performance and personnel safety.
2. Inspects completed work to ensure conformance to specifications, standards and contract requirements.
3. Schedules work for crews depending on work priorities, crew and equipment availability and weather conditions.
4. Coordinates snow removal and salting.
5. Monitors project activities to ensure that instructions are followed, deadlines are met and schedules are maintained.
6. Provides workers with assistance in performing duties as necessary to meet deadlines.
7. Inventory supplies of tools, equipment and materials to ensure that sufficient supplies are available and items are in usable condition.
8. Discusses with other supervisors to coordinate work activities with those of other departments.
9. Meets or speaks with vendors or other company representatives to coordinate jobs or purchases.
10. Must be able to read blueprints.

2/09

Approved: 5/12/09

JD/Maintenance