



## **School District of Menomonee Falls**

### **Job Description**

**Date:** 1/30/2015

**Job Title:** 2<sup>nd</sup> shift Assistant Facility Foreman (Shady Lane Elementary) in building of under 220,000sqft

**Term of Employment:** Full time – calendar year position

**Evaluation:** Following a successful introductory period, evaluation shall recur once every twelve (12) months. The evaluation shall be conducted by the Director of Buildings and Grounds or an administrator who directly supervises the employee.

**FLSA Status:** Non-Exempt

**Wage:**(Grade 4) Wage range> \$14.03 to \$18.19 an hour

**Department:** Buildings and Grounds

**Reports To:** Manager of Facilities and Operations  
Facilities Operations Supervisor  
Facility Foreman  
Building Administrator

**Job Summary:** The Assistant Facility Foreman is responsible for cleaning and maintaining all school property, ensuring all equipment; materials, etc. are available for scheduled activities for both community and student activities, removal of trash, snow, debris from exterior areas; and for serving as a representative of the District to the community, students, parents, and the general public while activities are occurring within the building or site. The Assistant Facility Foreman is also responsible for the coordination and delegation of work in their assigned buildings.

**Essential Functions, Duties and Responsibilities:** Other duties may be assigned. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- High and low dusting as needed
- Dust mops and wet mops floors
- Cleans and disinfects bathrooms, shower rooms, and other rooms as assigned.

- Washes and cleans walls as necessary.
- Cleans windows as necessary
- Collects and discards waste, in designated areas, from waste paper baskets and other waste receptacles.
- Leads the floor care plan which includes scrubbing, stripping, and waxing of floors.
- Performs **medium maintenance**\*\* as instructed by the Operations Supervisor.
- Replenishes paper towels, hand soap, toilet tissue as necessary.
- Leads gymnasium and other building set ups.
- Paints wall, ceilings, and other equipment as needed.
- Performs seasonal maintenance to the grounds (i.e. grass, snow, ice)
- Performs boiler and air conditioning checks. Logs conditions as directed by Operations Supervisor.
- Locks and secures all School District property and buildings
- After appropriate training, performs building checks and pool readings as directed by Operations Supervisor.
- In conjunction with other custodial personnel, performs tasks requiring more than one person.
- Notifies Maintenance Department of any mechanical defects or unsafe conditions by means of a work order system or phone call in emergency situations.
- Attends appropriate in-service training as directed by supervisor.
- Obeys and adheres to all work and safety policies.
- Other duties as assigned by supervisor.
- Communicate through district email system.
- Assist with Scheduling all custodial staffing for facility usage needs.
- Responsible for the cleaning quality of their assigned building.

### **Medium Maintenance**

Definition of medium maintenance shall be defined as routine, skilled repairs to school buildings and equipment.

Examples of medium maintenance shall include but not limited to the following:

Light bulb changing

Replacing toilet tank re-fillers and other plumbing parts

Oiling and lubrication of motors and equipment

Use of plunger and hand operated snake

Anchoring of misc. items on walls

Use of hand tools to tighten loose nuts, bolts, and screws

### **Education**

- High school diploma or equivalent preferred.
- Must be able to communicate both verbally and in writing.

### **Experience**

- Minimum 2 years experience and/or training in custodial services – school buildings preferred, or equivalent combination of education and experience.

- General knowledge of maintenance procedures, plumbing, electrical systems and building materials, or willing to seek training as appropriate to enhance or learn new skills.
- Leadership experience preferred.

### **Key Skills**

- Ability to perform physical labor required to complete assigned cleaning duties involving long hours while standing or walking.
- Basic knowledge of the materials, equipment, and procedures commonly employed in cleaning operations.
- Act as a representative of the School District and deal politely and tactfully with the public, community groups, students, parents, and other employees.
- Must be willing to work either day or during evening hours. Overtime and weekend coverage is possible.
- Must be able to work both high and low. The ability to bend and stoop is essential for position. Must be able to work off of step ladder.
- Must maintain good personal hygiene.
- Basic technical skills (computerized work order system, building automation system, and Microsoft word).
- Ability to organize, prioritize, and carry out work without direction.
- Ability to lead a custodial crew.

### **Individual Contributor Competencies**

- Collaboration and Teamwork
- Organizational and Detail Skills
- Communication and Interpersonal Interaction with Adults and Children
- Customer Orientation
- Excellence and Quality
- Initiative
- Passion
- Personal Credibility
- Results Orientation
- Positive Attitude

### **Physical and Mental Demands**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, bend, twist, crouch, or crawl. The employee is occasionally required to sit, talk, or hear, and taste or smell. The employee must regularly lift and/or move up to 100 pounds and frequently assist

in lifting and/or moving more than 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines with frequent interruptions; and interact with School District staff, parents, students, the public and others encountered in the course of work, some of whom may be dissatisfied.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee occasionally works in high, precarious places and in outside weather conditions. The employee is occasionally exposed to wet, cold, and extreme heat.

### **Equal Opportunity**

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

