

## **SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:** FOREPERSON

**JOB SUMMARY:** An employee hired to perform a multitude of tasks and duties pertaining to the organization and operation of the maintenance, custodial or transportation departments. The employee is responsible to the Director of Operations or designate.

#### **QUALIFICATIONS REQUIRED:**

1. British Columbia driver's license
2. British Columbia Journeyperson certification
3. Minimum of four years experience in the trades or similar supervisory position
4. Computer skills would be an asset

#### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Work under pressure to meet deadlines.
3. Understand, keep current, and apply guidelines, regulations, codes, and acts from various Ministries and/or enforcing agencies pertaining to the position.
4. Be self-directed, work independently and/or work collegially in a team environment.
5. Work with disagreeable conditions from time to time.
6. Solve problems related to the job.
7. Read and understand specialized and technical material related to the position.
8. Maintain confidentiality.
9. Develop work methods in agreement with Director of Operations or designate for assigned tasks.
10. Perform the physical requirements of the job.

#### **RESPONSIBILITIES AND DUTIES:**

1. Responsible for the organization and operation of the district's maintenance, custodial or transportation departments.
2. Ensure employee compliance to all guidelines, codes, regulations, and acts relating to the position.

### **RESPONSIBILITIES AND DUTIES:**

3. Performs administrative functions such as:
  - purchasing supplies, parts, and equipment
  - prepares budgets and inventory management
  - estimates and bill costs
  - supervises staff and provides feedback for employee evaluations
4. Liaises with school district personnel, various Ministries and enforcing agencies, inspectors, and general contractors.
5. Implements, compiles, and maintains maintenance program records and reports.
6. Responsible for scheduling and co-ordination of work.
7. Performs other job-related duties.