



## West Windsor-Plainsboro Regional School District Job Description

**Job Title:** Utility Foreman  
**Department:** Buildings & Grounds  
**Reports To:** Director of Buildings & Grounds  
**Salary Guide:** According to Non Affiliated Policy F  
**Prepared Date:** January 16, 2020

**SUMMARY:** Under the direction of the Director of Building and Grounds or designee of buildings and grounds the utility foreman is responsible for supervising and coordinating work related to short-term and long-term needs of the district, including but not limited to the care and maintenance of the district's grounds and athletic fields and other sites as assigned and supervision of operations staff as needed in the performance of various functions throughout the school district. This position requires a "hands-on" approach and the ability to perform most of the tasks required of employees whom the utility foreman will supervise.

**Essential Duties:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, including the following. Other duties may be assigned.

- Works under the general direction of the co-director(s) of buildings and grounds in consultation with the director of athletics, principals and other administrators by performing work in accordance with standard practice and appropriate training.
- Recommends to the Director of Building and Grounds or designee the materials and equipment required to perform projects.
- Reviews with the Director of Building and Grounds or designee and/or Director of Athletics all requests and establishes priorities for work including preventive maintenance procedures.
- Supervises and coordinates the work of employees in the care and maintenance of district's grounds, athletic fields and athletic playing surfaces.
- Maintains athletic fields in appropriate condition in accordance with standards for athletic competition.
- Performs all necessary tasks to ensure that playing fields and surfaces are properly prepared in advance of practices and games held on district property.
- Interacts with the maintenance foreman, district athletic director, township departments, and sports leagues, to schedule and coordinate work assignments.
- Maintains district grounds in a manner that is safe, attractive and appropriate for their intended use.

- Establishes preventive maintenance procedures for district grounds.
- Identifies need for emergency repairs of the grounds and expedites required work.
- Oversees cleaning and maintenance of non-school sites within school district as assigned.
- Substitutes for absent operations foremen when assigned by the Director of Building and Grounds or designee and supplements and assists in the supervision and coordination of work under the supervision of other foremen when requested.
- Oversees the performance of seasonal maintenance and repair projects as assigned.
- Coordinates work with other foremen.
- Ensures a safe working environment for all employees under his/her supervision through the review of conditions, distribution of safety equipment and enforcement of all safety requirements.
- Maintains positive, effective working relationships with staff members and the community.
- Establishes priorities for daily tasks and assignments.
- Works collaboratively with staff.
- Provides positive leadership and motivation to departmental staff.
- Trains staff in the use of equipment and job methods.
- Provides snow removal assistance as directed.
- Performs all other duties that may be assigned by supervisors.
- Works independently in performing work activities and assigned tasks.
- Understand, follows, and enforces safety procedures; promotes workplace safety.
- Assist in eliminating job costs and material needs
- Keep records of assignments and produce detailed work reports
- Interacts with all job trades in a positive manner
- Assist in maintaining the operation of school buildings and power plants in the district
- Good communication and interpersonal skills
- Perform other duties and assume responsibilities related to the operation of the Buildings and Grounds Department, as may be assigned by the Director of Building and Grounds or designee
- Proficient in computer applications pertinent to support the position, including but not limited to Microsoft Word, Excel, School Dude or Comparable program
- Respond promptly to building alarms and emergencies.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**QUALIFICATIONS:**

- High School Diploma or equivalent GED
- At least 2 years of verifiable grounds related experience with demonstrated ability to work with others and unsupervised. School experience is preferred.
- Able to coordinate work processes around the schedules of district functions
- Valid New Jersey driver's license is required.
- Valid New Jersey Black Seal License is required.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear, speak and write. Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work-day standing, lifting, walking, shoveling and scraping. Ability to lift up to 60 pounds and move heavier materials using appropriate equipment.

Noise level may be high when operating power equipment. During these conditions, appropriate district provided personal protective equipment such as hearing protection must be worn and used in accordance with manufacturer's directions and district training. Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Ability to communicate effectively in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. Ability to work in extreme weather conditions, while wearing appropriate personal protective equipment (PPE). Shoveling snow, chipping ice and operating mechanical equipment in these conditions. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

**TERMS OF EMPLOYMENT:** Twelve month contract; Non-Affiliated F.

**Board Approval Date:** 1/28/2020

**Certified by:**   
**Director of Human Resources**