

Shelby County Schools
Position Description
Facilities Services Foreman-Grounds Crew

Minimum Qualifications and Training

- High School Diploma or equivalent
- At least five (5) years experience in the area of maintenance or related field
- Valid Tennessee driver's license with Class A CDL endorsement
- Good driving record as shown on a current MVR
- Demonstrated leadership ability
- Proficient in the use of computer applications including word-processing, spreadsheets and databases
- Ability to communicate effectively in order to maintain good working relationships with various departments throughout the system
- Must be able to bend, kneel and stand for long periods of time
- Must be able to lift a minimum of 50 pounds
- Such alternatives to the above qualifications as the Superintendent may find appropriate or acceptable

Goals: To assist the Director of Facilities Services in maintaining the physical school plants in a condition of operating excellence.

Performance Responsibilities:

- Moves relocates, assembles and or installs furniture and administrative equipment whenever necessary.
- Assigns, prioritizes and facilitates work orders for repairs and maintenance submitted by schools and staff.
- Repairs school sites as needed for drainage, erosion and general cleanup using heavy equipment including but not limited to dump trucks, backhoes and bobcats.
- Performs tree trimming, brush and fallen limbs removal.
- Coordinates contracted tree work and property line clean up related encroachment issues.
- Coordinates the use of fleet dump trucks and drivers by other facilities crews.
- Assists other facilities crews with large projects involving large loads for transport.
- Removes any items that pose conditions that may pose a health or safety hazard to those on school property.
- Removes graffiti or other inappropriate visuals that detract from the learning environment.

- Responsible for safety inspection and oversight of playground equipment and makes repairs as necessary.
- Installs and maintains signage as required by local, state and federal agencies.
- Assists as need as the annual SCS surplus property auction.
- Performs other duties as by the Chief of Operations or Director of Facilities Services.

The Foreman-Facilities Services Grounds Crew maintains a forty-hour (40) workweek . This is a twelve (12) month position with rate of pay established by the Board and evaluated according to Human Resources procedures.