

**Killeen Independent School District
Job Description**

Job Title: Zone Foreman
Department: Facilities Services
Reports To: Cleaning Services Specialist
FLSA Status: Non-exempt, 260 days

SUMMARY

Directs cleaning program to ensure clean, orderly, and attractive conditions of all assigned schools and facilities by performing assigned duties personally or through others. Supervises and coordinates activities of custodians engaged in cleaning and maintaining premises of building operations and grounds. Enforces high standards of safety, cleanliness, and efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Directs and supervises the cleaning and maintaining of all assigned facilities.

Routinely inspects assigned facilities for cleanliness.

Assumes responsibilities for Special Crew and assigning Special Crew to all campuses in the zone to complete carpet cleaning and burnishing on a regular basis. Directs and instructs in any and all emergencies.

Directs the moving of furniture, yard cleaning or special cleaning assignments needed in certain facilities.

Assist the Cleaning Services Specialist in interviewing and hiring all potential employees as required.

Coordinate the placement of new hires to fill vacancies within the assigned zone.

Monitors and maintains budgets for their respective zone, including cleaning supplies and personnel, replacement and new items, and overtime.

Routinely visits campuses to audit cleaning staff timekeeping accuracy and overtime requests.

Reviews new cleaning techniques and stays informed of new janitorial machines and developments.

Establishes housekeeping procedures and quality cleaning.

Acts as liaison, and assumes responsibility for cleanliness, to all principals and administrators within the assigned zone.

Assumes responsibilities to all principals and administrators to insure fair practice of cleaning policies.

Monitors the amount of cleaning supplies that are stored in the schools.

Prepares periodic reports for the Cleaning Services Specialist relating to functions in the zone.

Responds to all inquiries concerning unemployment and job related references.

Ensure Cleaning Crew Lead maintains cleaning supply inventories in place.

Assumes responsibility for the purchase of all small items that are not stocked in the warehouse; also, responsible for the maintenance of equipment for all assigned facilities.

Conducts in-service training for all personnel monthly.

Ensure that staff is trained in the proper use of cleaning chemicals and equipment and has received all required hazard communications and other mandated training.

Ensure that all staff is trained in and applies proper cleaning techniques.

Responds to break-ins, vandalism, security and police calls after the normal working day and on the weekends.

Reacts to all personnel problems after the normal working day, to include employee disputes, and disruptive actions.

Ensures Cleaning Crew Leads are performing counseling and maintaining written disciplinary documentation.

Ensures Cleaning Crew Lead identifies equipment maintenance needs.

Ensures Cleaning Crew Lead identifies facility maintenance needs and reports them on work order to Maintenance and Operations.

Respond to after-hours emergency calls as necessary.

Performs other duties as assigned by the Cleaning Services Specialist.

SUPERVISORY RESPONSIBILITIES

Manages assigned staff. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma/GED and four years related experience or training, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to operate buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, and use cleaning supplies. Have knowledge of basic techniques of minor repairs and building maintenance. Be able to lift heavy equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a current Class C Driver’s license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and ability to adjust focus.

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.

Frequent district-wide travel to multiple campuses as assigned. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Prepared By: Thomas Colvin, Director Maintenance & Operations

Revised By: Bruce Minzenmayer, Coordinator Auxiliary Personnel

Revised Date: February 6, 2013

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.