

**KERRVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: MAINTENANCE YARD & GROUNDS FOREMAN

Wage/Hour Status: Nonexempt

Revised 11-07-12

QUALIFICATIONS:

- Three references which verify willingness to work
- Certification of good health signed by licensed physician when required
- Demonstrates aptitude for successful completion of assigned tasks
- GED or high school diploma
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable

REPORTS TO:

- Director of Maintenance

JOB GOAL:

- To provide students with a safe, attractive, comfortable, clean, and efficient place to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

- Takes charge of entire yard and grounds crew.
- Works individually and with entire crew in maintaining attractive outside appearance of school grounds.
- Works with other school personnel when assigned to those tasks.
- Practices good safety habits on the job.
- Demonstrates ability to operate any type machinery which might be assigned to use.
- Accepts responsibility for supervising entire crew or portions of it when assigned.
- Reports any malfunction of school equipment when observed.
- Moves furniture and fixtures from campus to campus as needed.
- Exemplifies high standards of ethical conduct according to Policy DH, District Policy Manual.
- Displays tolerance necessary for accepting supervision for and criticism of duty performance.
- Works in harmony with supervisors and peer personnel.
- Supports administrative and Board Policy in a consistent manner.
- Represents the school system to the community in a positive, professional way.
- Maintains a sincere, friendly attitude toward patrons and pupils of the district to ensure communication.

- Performs other duties as assigned.

Mental Demands / Physical Demands / Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching and heavy lifting and carrying. Work outside and inside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer) and loud noises. Frequent district-wide travel.

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

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.