

School District No. 8 (Kootenay Lake)

Job Description

Status: Approved
Date: October 2012
Revised:

Job Title

General Operations Foreman

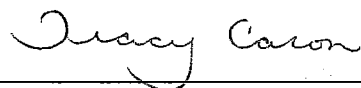
Job Summary

An employee who, under the direction of the Director of Operations or designate, directs and coordinates the work and activities for the Operations Department.

Job Requirements

1. Possess a valid BC Class 5 Drivers License.
2. Ability to supervise and give instruction to others including contractors.
3. Ability to communicate effectively.
4. Ability to establish and maintain relationships with regulatory authorities.
5. Working knowledge of the building trades (i.e. carpentry, plumbing, painting, electrical, millwork, security systems, etc.) and the custodial services required.
6. General knowledge of the building codes, standards, safety regulations, maintenance and custodial procedures.
7. Ability to read and interpret plans, drawings, specifications and instructions relating to the building trades.
8. Experience and knowledge in estimating costs and selecting appropriate materials.
9. Ability to plan, schedule, supervise and review maintenance projects.
10. Knowledge of construction, building maintenance and custodial materials and equipment.

Approved:
On behalf of CUPE Local 748



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11. Proven ability in a supervisory capacity.
12. Ability to develop plans and drawings for renovations and small additions to District facilities.
13. Training and demonstrated competence in the use of computers, word processing and spreadsheets (Microsoft Office, Word, Excel).
14. Must have understanding and knowledge of safe working practices.
15. Perform other job related duties as may be required.

Job Conditions

1. Work is mentally and physically demanding.
2. Can be in undesirable conditions dependent on weather and location (ie. crawl spaces)
3. Steel-toed safety footwear is required as per Clause 10.13 – Boot Allowance of the current collective agreement.

Approved:
On behalf of CUPE Local 748

Tracy Caron

General Operations Foreman
On behalf of School District No. 8 (Kootenay Lake)

Susanne Mond