



JOB POSTING #419

PLEASE POST

The City School District of Albany
An Equal Employment/Affirmative Action Employer
APSUE Employment Opportunity

<u>Date of Posting:</u>	March 10, 2020
<u>Position(s):</u>	Labor Foreman Monday – Friday 6:00 am – 2:30 pm
<u>Location(s):</u>	Harriet Gibbons
<u>Salary:</u>	\$49,637.99
<u>Deadline for Applying:</u>	March 24, 2020, 4:00 pm

Minimum Qualifications:

- Graduation from High School or equivalency diploma.
- Three years of satisfactory full-time paid experience (or its part-time equivalent) in general labor or construction work or building or grounds maintenance.

Basic Functions:

- This is a leadership position within the Facilities department responsible for providing day-to-day oversight and supervision of the grounds and custodial staff throughout the district. The incumbent may direct the work of staff and assignments of central maintenance staff each day to best meet the needs of the district. They may also be required to schedule and coordinate with vendors for work requiring external expertise. This is a highly visible position across the district.

Responsibilities:

- Supervises and evaluates snow and ice removal operations
- Supervises and evaluates various grounds keeping tasks such as grass cutting, raking, trimming shrubs, trimming trees and removal of debris
- Supervises and evaluates the loading and unloading of materials and equipment
- Supervises and evaluates building cleaning and maintenance tasks
- Keeps simple records of work performed and employee time
- Participate in employee discipline meetings
- Oversee, direct, and evaluate the work of the custodial, maintenance, and grounds staff
- Prioritize and assign work orders from School Dude

- Visually inspect the work of custodial, maintenance, and grounds staff providing guidance on areas for improvement, noting areas of excellence
- Mentor and provide/organize training for building leads and Maintenance and Operations staff, serve as a resource for them to ask questions, seek guidance, etc.

How to Apply

E-mail: humanresources@albany.k12.ny.us

Post: City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207

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