



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6894	Elementary	Pay Grade: D08
6896	Middle	Pay Grade: D10
6898	High	Pay Grade: D11

FLSA: Non-Exempt

<b>NIGHT FOREMAN (ELEMENTARY/MIDDLE/ OR HIGH)</b>
<b>REPORTS TO:</b> Head Plant Operator
<b>SUPERVISES:</b> Support Staff
<b>QUALIFICATIONS:</b> Night Foreman – Elementary: Graduation from high school or possession of a GED, plus six (6) months of custodial experience or the equivalent combination of education, training, and experience. Night Foreman – Middle: Graduation from high school or possession of a GED, plus twelve (12) months of custodial experience and one (1) year of supervisory experience or the equivalent combination of education, training, and experience. Night Foreman – High: Graduation from high school or possession of a GED plus eighteen (18) months of custodial experience and one (1) year of supervisory experience or an equivalent combination of education, training, and experience.
<b>MAJOR FUNCTION</b>
Performs responsible supervisory work in directing custodial operations of school facility. Supervises and participates in tasks and is responsible for completion of all assigned jobs. Incumbent exercises some independent judgment and makes decisions within the scope of specific assignments. Work is performed under general direction and reviewed through results obtained.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Assigns and supervises work of custodial crews; inspects facility for cleanliness and proper maintenance; instructs employees in use of custodial supplies and equipment; supervises care of adjacent grounds.</li> <li>• Requisitions and distributes supplies; prepares reports on employee work hours and materials used.</li> <li>• Assists in custodial and maintenance operations; performs first line maintenance on building and equipment; assists crew in repair work; opens and secures buildings and gates or assigns tasks accordingly.</li> <li>• Applies knowledge of cleaning methods, materials, and equipment; and of routine repairs of plumbing, painting, carpentry, electrical, heating and air conditioning system; of care and maintenance of grounds.</li> <li>• Observes, interprets and manipulates valves or other controls on heating and cooling equipment. Keeps records and writes reports, as required.</li> <li>• Applies skill in the application of methods and techniques used in custodial work and in care and use of tools, equipment, and supplies.</li> <li>• Performs other related duties as assigned.</li> </ul>

**NIGHT FOREMAN (Elementary/Middle/ or High)**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 11/79 SSN; REVISED: 10/86 RW; BOARD APPROVED: 10/22/86; FORMAT REVISED: 3/88; WC REVISED: 8/04 AK; REVISED FORMAT, PG, TITLE, RT, SUPERVISES, MQ 04/01/16 CH; BOARD APPROVED: 05/18/16; REVISED; JOB TITLE, MQ, ER, 9/1/22 LM; BOARD APPROVED: 9/27/22

**NIGHT FOREMAN (Elementary/Middle/ or High)**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time					X
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy			X		
20. Using a computer to enter and transform words or data			X		
21. Using various technology tools			X		
22. Working in a normal office environment with few physical discomforts		X			
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Night Foreman (Elementary/Middle/ or High) – SEIU