



Facilities Yard Foreperson

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POSITION DESCRIPTION **Yard Foreperson**

FYFP - 1

Responsible to the appropriate Manager, the foreperson works within their area of responsibility to organize and supervise the work for their staff. The foreperson also coordinates activities with administrators, Managers, foreperson, and other workers, and performs work within their trade when required.

FYFP - 2

The foreperson is expected to communicate with employees the Employer's expectations of workplace performance including advising, directing, initiating letters of direction, and when necessary, verbally warning employees about any performance deficiencies. When further disciplinary steps are necessary, the foreperson will suggest appropriate recommendations to excluded management pursuant to Article 13 of the Collective Agreement.

FYFP - 3

Works independently, and when required, travels from job site to job site using either a School Board or privately owned vehicle, for transporting workers, supplies, materials, tools and/or equipment to the job site.

FYFP - 4

Reviews work requests to determine personnel requirements, procures materials necessary, ensures tools and equipment are available, and establishes a schedule to complete the work within acceptable time and quality parameters.

FYFP - 5

Estimates labour, materials and other requirements for completion of specific jobs and provides written estimates when required.

FYFP - 6

Reviews with their staff, on an individual or departmental basis, those policies, procedures, regulations, and terms of the collective agreement relative to the day-to-day operation of their department. Staff includes Labourers, Machinist, Welder, and Shipper Receiver.

FYFP - 7

Initiates discussions on a regular basis concerning work related issues such as team building, conflicts and work performances, with a view to seeking solutions.

FYFP - 8

Co-ordinates servicing or repair of District buildings or equipment with outside agencies and inspects and reports on the quality of work as and when required.

FYFP - 9

Researches information and develops new procedures in conjunction with their Manager to improve the workings of their department.

FYFP - 10

Responds effectively to enquiries from schools and Management.

FYFP - 11

Attends courses, seminars or workshops as approved by their Manager to upgrade skills or stay current with practices and procedures relative to their department.

FYFP - 12

Maintains a working inventory of parts, supplies or equipment for their areas of responsibility. Also ensures that any equipment used by other departments is recorded and lists with costs submitted to Manager.

FYFP - 13

Manages the inventory of used furniture, equipment, shelving and other surplus items. Meets with educational staff as and when necessary to assist with the supply of used items.

FYFP - 14

Procures goods and services from vendors when required using petty cash, standing purchase orders, purchasing card or other means.

FYFP - 15

Ensures that all timesheets and work orders for their staff are accurate and submitted within specified timelines.

FYFP - 16

Oversees cleanliness of the DC, Yard and Shops work area, tools and equipment.

FYFP - 17

Responsible for storage of materials, inspects weekly all areas including perimeter fence.

FYFP - 18

Responsible for disposal of all waste at facilities yard including, garbage, metal bin, wood bin, drywall, floor tile, and hazardous goods .

FYFP - 19

Coordination and scheduling of First Aid attendants and fire wardens at the facilities yard. Also insures monthly that first aid supplies are fully stocked.

FYFP - 20

Conducts regular (Monthly), documented inspections of DC Racking

FYFP - 21

Supervises external contractors on site by acting as a liaison and safety

FYFP - 22

Performs other assigned duties related to the above.

QUALIFICATIONS
Facilities Yard Foreperson

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 certificate or an equivalent combination of education, training and experience.</p> <p>Valid Class 5 British Columbia Driver’s License.</p> <p><i>OTHER RELATED COURSES</i></p> <p>Courses related to supervisory skills such as leadership, organizational skills, team building and conflict resolution.</p> <p>Trades Qualification and/or an equivalent combination of experience and knowledge as described in the job description.</p>
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<p>EXPERIENCE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Four (4) or more years of specific experience estimating jobs and supervising and coordinating employees, or six (6) years' experience in their related area including some direct experience estimating jobs and supervising their staff and coordinating other trades/departments, through the entire cycle of work, from beginning of estimate to completion of project.</p>
<p>KNOWLEDGE</p>	<p><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</i></p> <p>The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise.</p> <p>Job related safety regulations and techniques as outlined in the Workers' Compensation Board Industrial Health and Safety Regulations.</p> <p>A basic understanding of his/her department's operating budget.</p> <p>School District #61 Policies and Regulations, Municipal, Provincial and Federal regulations relevant to his/her department.</p> <p>Personal computers; including current word processing, spreadsheet, database and facilities management software used by School District #61.</p> <p>The requirements of the Technology programs at both Middle and Secondary levels.</p> <p>Demonstrated ability to work effectively with a wide variety of stakeholders in a leadership role. Stakeholders could include Principals, teachers, students, parents, office staff, custodians, etc.</p>
<p>SKILLS AND ABILITIES</p>	<p><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></p> <p>Maintain a cooperative working relationship with other workers, suppliers, administrators, supervisors, teaching staff, students and the public.</p> <p>Estimate time, materials, equipment and manpower required to complete projects safely and efficiently through the entire cycle of work, from beginning of estimate to completion of project.</p> <p>Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet unforeseen circumstances.</p>

	<p>Make presentations to groups or meetings to provide information or to outline the department's position on a certain topic or issue.</p> <p>Ability to supervise the work of others. Read and interpret plans and specifications.</p> <p>Understand and carry out written and oral instructions.</p> <p>Communicate clearly and effectively with workers and non-construction related personnel both verbally and in writing.</p> <p>Use his/her interpersonal skills to solve minor grievances or employee disagreements using conflict resolution techniques.</p> <p>Perform duties in compliance with safety regulations.</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the Occupational Health and Safety Regulations.</p> <p>Able to perform related physical and mental activities. Able to work in a highly active physical environment.</p> <p>Able to work in adverse weather conditions.</p>

Created: August 2023