

**LITTLE WOUND SCHOOL  
POSITION DESCRIPTION**

**HOUSING FOREMAN**

**PROGRAM:** Facilities/Rental

**SCOPE OF POSITION:**

The Housing Foreman coordinates with the Facilities Manager and tenants for the upkeep of school housing.

**Responsibilities/Duties:**

1. Conducts inspections of school housing and keep on-going inventory of housing appliances and equipment.
2. Prepares housing for new tenants and conducts inspections of houses being vacated in accordance with policies and procedures.
3. Acts as liaison with local law enforcement and fire protection authorities to assure adequate levels of service.
4. Coordinates all housing operations and maintenance with facilities department.
5. Participates in the processing of complaints and related investigations concerning housing.
6. Interprets LWS policies and procedures relative to housing to all tenants.
7. Meets periodically with all tenants.
8. Participates in housing committee meetings.
9. Prepares purchase orders for stock, cost out materials, and maintains materials and inventory.
10. Regularly monitors housing to determine repairs and provides preventative maintenance.
11. Weatherizes houses as needed.
12. Other duties as assigned by the supervisor which are within the scope of the position.
13. Adhere to Little Wound School policies and procedures.

**SKILLS/KNOWLEDGE REQUIRED:**

1. General knowledge of acceptable work standards associated with the repair, maintenance, or improvement of equipment, appliances, and/or other housing assets.
2. Must demonstrate ability to communicate clearly, both orally and written.
3. Must be able to work odd hours (evenings and weekends) as needed in emergency situations.
4. Ability to problem solve with creative and individualized approaches.
5. Ability to take initiative and work with minimal supervision.
6. Knowledge of and experience with basic computer skills.
7. Excellent organizational skills and time management.
8. Ability to prioritize and plan effectively.

**QUALIFICATIONS:**

1. Must have a high school/GED.
2. Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.
3. Requires a Physical on an annual basis.
4. Must hold a current South Dakota Driver's License.
5. Indian preference considered pursuant to P.L. 93-638.

6. Veteran's preference is considered by verification of DD-214.
7. Must pass background investigation and routinely participate in drug and alcohol testing.

Level C, 12-month  
FLSA: Non-Exempt

