



FACILITIES MAINTENANCE FOREMAN

FLSA: Non-Exempt

Grade 24 \$44,025.68 - \$70,441.10

GENERAL DEFINITION

Employees in this classification perform technical and highly skilled work in the capacity of a working foreman within the Public Works Division. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance, repair and service activities. Purpose of the work is to ensure the timely accomplishment of technical work orders and tasks for continuing efficient building maintenance operations. Essential job duties, as outlined below, are performed according to the specific functions of division of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are listed in no order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Inspects and maintains City buildings and facilities; assigns, instructs, and coordinates activities of building maintenance crews engaged in operations, maintenance, and repair activities; coordinates, assigns and supervises vendor project timelines.
- Oversees the effective utilization of labor, equipment, parts, materials, and supplies assigned to specific projects.
- Receives inquiries and complaints and coordinates timely resolution; responds to emergencies; prioritizes and schedules maintenance and repair operations.
- Coordinates and supervises the operation of all equipment, power tools, and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Performs skilled and technical work and operates assigned equipment, tools or vehicles as needed.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensures employee adherence to established safety standards and promotes awareness of the exposures and potential hazards of the work.

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- Prepares various monthly, quarterly and annual reports; maintains records of labor, equipment, materials, parts and service components used and other essential data records specific to the Division.
- Ensures compliance with all applicable laws, ordinances, codes, administrative and safety policies.
- Requires regular attendance to scheduled work shifts

KNOWLEDGE, SKILLS & ABILITIES

- Ability to supervise groups of employees under field conditions.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to supervise groups of employees under field conditions.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.
- Knowledge of OSHA safety standards and regulatory issues affecting the functions of the assigned division.
- Considerable knowledge and skill in principles and methods of various trades work, e.g., electrical, plumbing, HVAC, carpentry, plaster, masonry, painting, and wall coverings.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by four (4) years progressively knowledgeable experience in public works building maintenance and repair, with two (2) years experience in a lead worker capacity and demonstrated technical skills in the more complex aspects of the work; or an equivalent combination of education, training and/or experience. Must hold a State of Florida Driver's License. Additional certification(s) may be required where applicable to the assigned division, Position is required to be on call, including nights, holidays and weekends.

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PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Ability to hear.
- Written and oral communication skills.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills and ability.

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I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date