

Title: Maintenance Foreman II
PG: 47
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Public Works

Class Code: 8106
Date: 10/08

GENERAL DESCRIPTION OF CLASS:

This is skilled supervisory work in the construction, installation, maintenance, and repair of various facilities and system equipment. Responsibilities include the planning of work assignments and tasks for employees and providing instructions on methods, procedures and processes. Work is received in the form of assignments from a supervisor as a result of general improvement programs, complaints, work orders, or inspections.

ESSENTIAL FUNCTIONS:

1. Supervises crews of employees engaged in general maintenance, construction, and repair.
2. Reviews plans and specifications and orders materials as required.
3. Coordinates work activity with other City departments or contractors as required.
4. Schedules projects and crews as appropriate.
5. Maintains necessary records of work, time, materials used, location, and effectiveness of work performed.
6. Trains employees and provides instruction on safe work practices.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the materials, methods, techniques, and equipment commonly used in public facilities and public works construction and maintenance activities.
2. Knowledge of the principles and practices applied to the construction and maintenance of roads, streets, storm sewers and drainage ditches, or water and sanitary sewer lines.
3. Skill in the use of shop equipment and basic hand tools.
5. Ability to supervise the installation and repair of electric power systems and/or the ability to troubleshoot and diagnose building equipment problems.
6. Ability to establish and maintain an effective working relationship with co-workers, other city employees and the general public.

WORKING ENVIRONMENT:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Two (2) years of experience in the construction, maintenance, and repair of a variety of facilities and six (6) months of supervisory experience in a construction related field.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

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SPECIAL REQUIREMENTS:

1. Must maintain a valid telephone number.
2. Must maintain a Class "A" Commercial Florida Drivers License.
3. May require Public Herbicide License.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.