



UNION JOB DESCRIPTION

TITLE: Maintenance Foreman

DEFINITION:

Under the direction of the Manager, Facilities Maintenance coordinates maintenance and repair activities of Facilities Maintenance Mechanics A and Facilities custodial employees in the maintenance, construction, installation, and repair of all District buildings. This is a working Foreman position.

DISTINGUISHING CHARACTERISTICS:

This position must be able to perform all the duties of the Maintenance Mechanic "A" and Custodian classifications. The Maintenance Foreman position shall be filled through the Foreman in Training (FIT) program candidate pool. If a FIT program has not yet been established, the selection will be made through a joint collaborative interview process comprised of an equal number of management and represented members. Represented members participating in the interview process will be selected by IBEW Leadership.

BASIC RESPONSIBILITIES:

1. Supervises and assists Maintenance Mechanics and Custodians in the performance of their duties.
2. Assigns work as directed by the Manager, Facilities Maintenance and as necessary in the absence of the Manager.
3. Maintains proper maintenance and repair records and work schedules as directed.
4. Performs the duties of the Maintenance Mechanic "A" classification including, but not limited to; constructing, repairing and maintaining District buildings, operational equipment and tools, and plant facilities.
5. Assists in training staff, ordering supplies and developing Maintenance procedures. Interfaces with the public in a variety of work activities.
6. Communicates effectively with all levels of the District and cooperates to meet its needs through scheduling, production and providing products.
7. Follows and ensures application of and compliance with related safety rules contained in the District's Accident Prevention Manual.
8. Completes time slips, makes adjustments to job assignments, as necessary, and assists in accident report preparation. Maintains a daily activity log, including notes necessary for the Manager's use. Keeps a log of daily activities for future reference regarding preventative/demand maintenance, damage claims, etc.
9. Interfaces with the public in various work assignments, including, the District's Training Center to assist in delivering room set ups, support, and equipment to customers, water line breaks, etc.
10. Evaluates Maintenance Mechanics and Custodial staff members.
11. Establishes and maintains employee work conduct in accordance with Manager's Directives, Accident Prevention Manual, and the Collective Bargaining Agreement.
12. Reports any needs or problems to Manager, Facilities Maintenance.

OTHER RESPONSIBILITIES:

1. Ensures proper use and care of equipment assigned.
2. Performs associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Construction, installation, maintenance and repair standards and fundamentals related to buildings, operational equipment and tools, plant facilities and grounds.
- Commercial and industrial construction, demolition and maintenance techniques and practices.

Knowledge of: (continued)

- Safety practices related to the maintenance, construction and repair of facilities.
- At least five (5) specialized functions with related competencies, within the Maintenance Mechanic position.
- Work Management Methods.
- Computer applications and software (such as electronic mail and purchasing applications).
- Proper cleaning methods and use of materials.

Ability to:

- Assign and direct the work of employees, including verbal instruction and physical demonstration of uses of all materials and equipment relating to custodial work.
- Initiate tasks and work without close supervision.
- Meet and work with persons outside the employment of the District in the performance of assigned duties.
- Learn District's construction, maintenance and cleaning standard practices.
- Provide leadership and guidance on projects as assigned.
- Learn and follow District policies, directives and the CBA.
- Physically perform all duties of Maintenance Mechanic "A" and Custodian classifications (including lifting, carrying, climbing, etc as outlined in those job descriptions).
- Learn and use District's current enterprise database (for example – PassPort, etc.)
- Learn and use District computer software systems within 6 months of start date), including Facilities Maintenance Management software.
- Learn, identify and interpret applicable policies and procedures (within 6 months of start date).
- Read, interpret and understand work sketches and blueprints.
- Interact with customers, government officials, and District employees.
- Identify, analyze and resolve problems.
- Handle sensitive information responsibly with mature discretion.

Education/Experience:

- High School diploma or equivalent.
- Three (3) years experience in a supervisory or lead capacity overseeing the work of employees in maintenance, building maintenance or custodial crew type of environment; or successful completion of Maintenance Foreman Skill Training Program.
- Ten (10) years experience with demonstrated competency and experience in five (5) specialized Maintenance Mechanic functional areas (see Specialized Qualifications section in job description).
Note: the experience in the specialized functional areas may be gained concurrently.

License, Certification and/or Testing:

- Valid Washington State Driver's License with a good driving record.
- Successful completion of the physical abilities' tests for the Maintenance Mechanic "A" classification.
- Current First Aid/CPR card (after 6 months).
- Foreman in Training (FIT) program candidate pool or successful completion of a joint collaborative interview process.

WORKING CONDITIONS:

- Work is performed both indoors and outdoors, in varying weather conditions.
- Employees risk physical hazard from power tools, energized equipment and circuits, dust, chemical compounds, and height.
- Must be able to lift and carry heavy equipment and materials in excess of 75 lbs.
- Must be physically able to climb a ladder, work at heights in excess of 30 feet, lift and move furniture, work in confined space, and perform rescue operations, including confined space recovery.
- Subject to 7 by 24-hour call-out for emergency conditions.