



## UNION JOB DESCRIPTION

**TITLE: Lead Maintenance Foreman**

### DEFINITION:

Assists the Manager, Facilities Maintenance and Grounds by coordinating projects, and predictive maintenance and repair activities. This role provides leadership and direction to the Facilities Maintenance Foreman, Facilities Maintenance Mechanics A and Facilities Assistant Mechanic employees in the maintenance, construction, installation, and repair of all District buildings. The Lead Maintenance Foreman performs field visits, observes project activities, collaborates on process improvements to ensure efficient and safe use of resources in the most cost-effective manner.

### DISTINGUISHING CHARACTERISTICS:

The Lead Maintenance Foreman position is distinguished from the Foreman position by an increased responsibility for project planning and coordination, directing, training, assessing employee's performance, ensuring safe work practices, and that best maintenance practices are followed. Perform periodic preventive maintenance visits to ensure proper maintenance practices are being followed. Gives predictive and preventive maintenance input and feedback to the Manager, Facilities Maintenance and Grounds Inspectors for continual process improvements.

This position must be able to perform all the duties of the Facilities Maintenance Mechanic A and Custodian classifications. The Lead Maintenance Foreman position shall be filled through the Foreman in Training (FIT) program candidate pool. If a LIT 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.

### ESSENTIAL JOB RESPONSIBILITIES:

- Follows and ensures application of and compliance with related safety rules contained in the District's Accident Prevention Manual.
- Supervises, directs and assists Maintenance Mechanics in the performance of their duties. Reinforces performance expectations, work priorities, and staff assignments.
- Assigns work in collaboration with the Manager, Facilities Maintenance & Grounds as necessary in the absence of the Manager.
- Collaborates and advises planners, engineers, architects and District department personnel on a variety of facilities projects.
- Maintains proper maintenance, repair records, and work schedules.
- 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.
- Assists in training staff, ordering supplies, and developing Maintenance procedures. Interfaces with the public in a variety of work activities.
- Communicates effectively with all levels of the District and cooperates to meet its needs through scheduling, production and providing products.
- Completes time sheets, adjusts job assignments as necessary, and assists in accident/incident 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.

- Interfaces with the public in various work assignments, including, event set up, support, and equipment to customers, water line breaks, etc.
- Advises, counsels, and/or consults with Manager, Facilities Maintenance & Grounds regarding performance expectations.

#### OTHER RESPONSIBILITIES:

- Assists in the development of departmental goals and objectives, including budgetary items and the departmental budget.
- Assists in leading and determining staffing schedules for inclement weather activities as well as storm responses.
- Performs associated duties as assigned.

#### MINIMUM QUALIFICATIONS:

##### Knowledge of:

- Leadership principles, practices and the District Accident Prevention Manual.
- 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.
- Safety rules and regulations related to the maintenance, construction, and repair of facilities.
- At least five (5) specialized functions with related competencies, within the Maintenance Mechanic position.
- Computer applications and programs.
- Proper cleaning methods and use of materials.

##### Ability to:

- Lead, coordinate, and coach.
- Assign and direct the work of employees, including verbal instruction and physical demonstration of materials use and equipment as related to work performed within the department.
- Initiate tasks and work independently.
- Meet and work with people 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, interpret and apply District Directives, policies and procedures
- Physically perform all duties of Maintenance Mechanic classifications (including lifting, carrying, climbing, etc as outlined in those job descriptions).
- 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).
- Develop scope of work read, interpret and understand work sketches and blueprints.
- Interact with customers, contractors, government officials, and District employees.
- Use independent and discretionary judgment to resolve problems.
- Manage confidential information

##### 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.
- 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: experience in the specialized functional areas may be gained concurrently.

License, Certification and/or Testing:

- Valid Washington State Driver's License.
- Foreman in Training (FIT) program candidate pool or successful completion of a joint collaborative interview process
- Current First Aid/CPR card (after 6 months).

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.