



## FOREMAN III-STRUCTURAL MAINTENANCE

### DEFINITION:

Under the supervision of the assigned supervisor, oversees a variety of skilled and semi-skilled work in the maintenance, repair and improvement of District facilities including work in general maintenance, carpentry, plumbing, welding and glazing.

### DISTINGUISHING CHARACTERISTICS:

The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff. The Foreman I classification is the entry-level classification in the Foreman series. The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists in planning, estimating and scheduling work assigned within the structural maintenance area; coordinates work with different trades.
- Coordinates and oversees the work of force account and contract labor to assure compliance with specifications and quality of workmanship according to established standards and procedures.
- Provides work assignments to assigned personnel and assists in establishing priorities; consults with trade journeymen to formulate work schedules.
- Provides job cost estimates, solicits and receives proposals from outside contractors for repairs and services.
- Oversees and assists in evaluating the performance of technicians assigned to the structural maintenance area.
- Prepares and maintains records, reports and files related to assigned activities; processes work requests according to established procedures; prepares materials order requests; assists with assigned duties related to administration absence and overtime accounting.
- Assures compliance with work safety practices, oversees condition of assigned vehicles, equipment, and work spaces.
- Confers with the Administrator of Building Maintenance services regarding work schedules, project priorities, budget planning, equipment and material stocks.
- Assists construction inspectors in the inspection of new schools under construction and other contracted work according to established procedures; checks drawings, plans and specifications with regard to related assigned activities.
- Assists in interviewing and selecting maintenance personnel.
- Performs a variety of skilled maintenance work as assigned by the position.
- Oversees scheduling, completion and input of work order system data for the structural department.
- Operates standard office equipment and various equipment related to assigned activities; drives a vehicle to conduct work.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Methods, materials, and equipment related to the maintenance and repair of structural and mechanical building systems.
- The UBC, trade terminology, safety standards and practices common to the building trades.
- Applicable laws, codes, regulations, policies and procedures.

- **Technical aspects of the building maintenance trades.**
- **Principles and practices of supervision and training.**
- **Health and safety regulations and procedures.**
- **Record-keeping and report preparation techniques.**
- **Oral and written communication skills.**
- **Interpersonal skills using tact, patience and courtesy.**

**Ability to:**

- **Plan, layout, and supervise the work of a crew of journey level workers in the structural and mechanical trades.**
- **Estimate costs of labor and materials for the work project from blueprints, sketches or diagrams.**
- **Determine priorities and schedule work.**
- **Understand, carry out and give oral and written instructions.**
- **Use standard office equipment to create written documents.**
- **Provide work direction to assigned personnel.**
- **Interpret, apply and explain laws, codes, regulations, policies and procedures.**
- **Plan and organize work.**
- **Meet schedules and time lines.**
- **Work independently with little direction.**
- **Observe health and safety regulations.**
- **Maintain various records and files and prepare reports related to assigned activities.**
- **Communicate effectively both orally and in writing.**
- **Establish and maintain cooperative and effective working relationships with others.**

**EDUCATION/EXPERIENCE:**

**Any combination equivalent to: graduation from high school and five years journey-level experience in the structural or mechanical trades including three years in the lead or supervisory capacity.**

**LICENSES AND OTHER REQUIREMENTS:**

- **Valid California Class C driver's license.**

**PHYSICAL DEMANDS:**

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- **Dexterity of hands and fingers to operate assigned equipment.**
- **Walking, standing or sitting for extended periods of time.**
- **Seeing to perform grounds duties.**
- **Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.**
- **Bending at the waist, kneeling or crouching.**
- **Reaching overhead, above the shoulders and horizontally.**
- **Climbing ladders and working from heights.**

**WORK ENVIRONMENT:**

**Indoor and outdoor work environment. Regular exposure to fumes, dust, dirt, oil/grease. Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.**

**Hazards include:**

- **Working around and with machinery having moving parts.**
- **Working at heights.**
- **Power saws and flying debris or nails.**

- **Exposure to fumes and chemicals utilized in assigned trades.**

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