Job Title: Facilities Maintenance Foreman

Department: Public Works and Water Resources Department

Immediate Supervisor: Facilities Maintenance Supervisor

Origination Date:	**07/01/2001**
Revision Date:	**07/01/2008**
Job Grade	**809**
FLSA Status	**Non-Exempt**

BRIEF DESCRIPTION OF THE JOB:

Organizes, directs, and reviews the performance of skilled building trades workers and building operations/systems. Supervises, trains, and schedules employees; conducts performance evaluations, and ensures complance with applicable codes, policies, and procedures. Reads and interprets blueprints with regard to their maintenance impact, conducts research, controls inventory, and acts as the HAZMAT/safety specialist for the division. Performs building maintenance work which may include carpentry, painting, electrical, plumbing, air conditioning and other areas.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	H	Oversees and participates in the repair, maintenance, and construction of city facilities.
2	H	Schedules, supervises, and assesses personnel; provides condition assessments of facilities; provides budget estimates; orders materials, supplies and equipment; coordinates work with client departments; ensures that policies and procedures are followed.
3	L	Acts as the HAZMAT/safety specialist for the division.
4	L	Manages administrative duties including issuing and tracking purchase orders, managing the work order software and program, producing reports related to division productivity and coordinating periodic maintenance; also issues and maintains City security systems and key distribution city-wide; conducts weekly staff meetings.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Driver's License, HAZMAT Safety Certification, must possess one or more of the journey level certifications in the following fields: ▪ HVAC ▪ Plumbing ▪ Mechanical ▪ Electrical ▪ Carpentry
Reading	Work requires the ability to read written instructions, manuals, letters, and machine equipment readings, measurements, or gauges.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write letters, memorandums, reports, and performance evaluations.
Managerial	Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typical positions in this category are supervisory, highly technical, or lower level professional jobs.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal/Human Relations Skills	High - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers	Pushing/ Pulling	☐ N ☐ R ☐ O ☒ F ☐ C	☒ File drawers ☒ Equipment ☒ Tables and chairs ☒ Hoses
Fine Dexterity	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☐ Calibrating equipment	Climbing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Stairs ☒ Ladders ☒ Step stools ☒ Onto equipment
Walking	☐ N ☐ R ☐ O ☒ F ☐ C	☒ To other departments/offices ☒ Around work site	Vision	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Reading ☒ Computer screen ☒ Driving ☒ Observing work site
Lifting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☒ Files	Foot Controls	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Driving ☒ Operating heavy equipment ☐ Operating Dictaphone
Carrying	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☒ Files	Balancing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ On ladders ☒ On equipment ☒ On step stools
Sitting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Desk work ☒ Meetings ☒ Driving	Bending	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☒ Making repairs
Reaching	☐ N ☐ R ☒ O ☐ F ☐ C	☒ For supplies ☒ For files	Crouching	☐ N ☐ R ☒ O ☐ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Handling	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Paperwork ☐ Monies	Hearing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Communicating via telephone/radio, to co-workers/public ☒ Listening to equipment
Kneeling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground	Twisting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ From computer to telephone ☒ Getting inside vehicle
Crawling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Under equipment ☒ Inside attics/pipes/ditches	Talking	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Telephone, fax, hand tools, power tools, electrical testers, boom lifts, ariel lifts, fork lifts.

Computer Equipment and Software:

Computer

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☐	☐	☐	☐	☒
Wetness and/or humidity (bodily discomfort from moisture)	☐	☐	☐	☒	☐
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☐	☒	☐	☐	☐
Noise and vibration (sufficient to cause hearing loss)	☐	☐	☒	☐	☐
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☐	☐	☒	☐	☐

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☐	☐	☐	☒	☐
Chemical hazards	☐	☐	☒	☐	☐
Electrical hazards	☐	☐	☐	☒	☐
Fire hazards	☐	☐	☒	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable diseases	☐	☒	☐	☐	☐
Physical danger or abuse	☐	☒	☐	☐	☐
Other (specify)	☐	☐	☐	☐	☐

Primary Work Location:

☒ Office Environment
☐ Warehouse
☐ Shop
☐ Vehicle
☐ Recreation Centers/Neighborhood Centers
☐ Outdoors
☐ Other (Specify)

_____

Protective Equipment Required:

Hard hat, safety glasses, jeans, work boots

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☒ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☐	☒	☐	☐
Emergency Situations	☐	☒	☐	☐
Frequent Change of Tasks	☒	☐	☐	☐
Irregular Schedule/Overtime	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☒	☐	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☒	☐	☐	☐
Noisy/Distracting Environment	☐	☒	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk – be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees – provide positive feedback
- Be visionary – anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.