

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 507

FACILITIES MAINTENANCE FOREMAN

GENERAL

Under general direction, organizes, monitors, and supervises facility maintenance operations; performs a variety of technical tasks relative to facility maintenance; provides technical assistance to the Building Maintenance Operations Manager.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for facility maintenance. Maintains time and attendance records. Completes employee evaluations. Reports all problems to the Building Maintenance Superintendent
- Establish schedules and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly. Adjusts procedures to meet schedules
- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- Participate in the preparation and administration of the facility maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
- Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services. Determines equipment and materials required for projects
- Train or coordinate training in facility maintenance and safety methods, procedures, and techniques. Maintains safe working conditions and enforces policy and procedures
- Develop and organize preventative maintenance and safety inspection programs for all facilities and equipment.
- Coordinate construction projects, remodels, and other special projects. Resolves problems encountered on job sites
- Assist in the preparation of various contracts, requests for proposals, and reports.
- Perform the more technical and complex tasks of the work unit.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of facility maintenance; incorporate new developments as appropriate into programs.
- Coordinate with contractors in providing contract services.
- Answer questions and provide information to the public; investigate complaints and recommend. Investigates complaints from the public

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of operations, services, and activities of a building maintenance, repair, and construction program.
- Knowledge of materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of principles and practices of municipal budget preparation and administration.

- Knowledge of equipment, tools and materials used in facility maintenance activities.
- Knowledge of construction and project management principles.
- Knowledge of principles and practices of safety management.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Ability to read and understand construction drawings, plans and specifications.
- Ability to organize, implement and direct facility maintenance operations and activities.
- Ability to supervise, train and evaluate assigned staff.
- Ability to interpret and explain pertinent department policies and procedures.
- Ability to develop cost estimates for supplies and equipment.
- Ability to perform the most complex maintenance duties and operate related equipment.
- Ability to demonstrate tact and diplomacy with the public.
- Ability to develop and recommend systems and procedures related to assigned operations.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work cooperatively with other city departments.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Have successfully graduated from a standard high school or possess a G.E.D. certificate from an accredited issuing agency, preferably supplemented by college-level course work in construction management, engineering, or a related field. Four years of increasingly responsible facility maintenance experience including supervisory experience

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Able to negotiate rough job sites, climb ladders, and scaffolds. Must have the ability to lift up to 50 lbs.

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

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Bargaining Unit: Bargaining

FLSA: Non-Exempt

Classification: 22/42

Location: Public Works

GERS: Regular Class