Foreman-General Services

Purpose
The job of Foreman-General Services is done for the purpose/s of maintaining, installing, renovating, and repairing utility equipment; painting; access management systems; cabinets; windows; flooring; roofs; and other numerous construction-related projects to provide comfort, sanitation and safety within facilities; meeting appropriate building-related accessibility codes for students, staff, and the public and other building codes (i.e. safety, health); ensuring adequate materials are available for timely completion of job functions; overseeing assigned workers and operations; and monitoring assigned budget. This job reports to Director-Maintenance and Custodial Services.

This job is distinguished from similar jobs by the following characteristics: specific education requirements (see Education on page 2) include formal programs of study (i.e. apprenticeship programs, etc.) which are equivalent to a Community College degree or Vocational School degree or certificate.

Essential Functions

- Analyzes documents and materials for existing and proposed building systems (e.g. blue prints, schematics, shop drawings, etc.) for the purpose of identifying the most efficient repairs to building systems related to the General Services work unit.

- Attends meetings for the purpose of conveying and/or receiving information required to perform job functions.

- Collaborates with all stakeholders (e.g. Director-Maintenance and Custodial Services and other department staff, etc.) for the purpose of coordinating work projects (e.g. receiving instructions, answering questions, scheduling work, carrying out assignments, and providing information about work in progress, etc.).

- Diagnoses problems and/or failures in building systems and/or related equipment (e.g. roof leaks, access management problems, asbestos concerns, building security concerns, structural problems, etc.) for the purpose of identifying equipment and/or building repair and replacement needs.

- Implements the execution of routine and preventive maintenance programs (e.g. preventive maintenance development including cost estimates, procuring supplies, materials and equipment; prioritization of work orders; adjusting work schedules in response to changing priorities; and documenting and communicating information, etc.) for the purpose of maximizing customer service, ensuring efficient and effective operations, and timely completion of projects.

- Inspects completed work (e.g. painting, roofing, flooring, access management systems, contracted services, etc.) for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.

- Installs building systems related to the General Services work unit (e.g. materials and cabinets, book cases, access management, removal and installation of walls, ceilings, flooring, etc.) for the purpose of providing enhanced and/or upgraded capabilities and a comfortable working environment.

- Leads the coordination and execution of the General Services work unit, as assigned (e.g. routine and preventive maintenance programs, including work orders, systems for collection of work projects; prioritization, planning, scheduling work projects, adjusting work schedules in response to changing priorities; and documenting and communicating information, etc.) for the purpose of maximizing customer service and ensuring efficient and effective operations related to the work unit responsibilities.

- Maintains a variety of files and records (e.g. time sheets, inventory, work orders, labor/material estimates, equipment repair manuals, safety information, etc.) for the purpose of providing an up to date reference and tracking expenditures.
• Oversees daily operations of General Services and personnel (e.g. work schedules; training in equipment usage and safety awareness, etc.; safety and security of employees and property; reporting and taking corrective action; assigning and prioritizing work orders; etc.) for the purpose of ensuring efficient and effective operations (e.g. minimizing exposure to injury, loss and liability, timely completion of projects, etc.) and maximizing the efficiency of the workforce.

• Oversees assigned area (e.g. work area, vehicles, tools, equipment, etc.) for the purpose of ensuring area and equipment is maintained in safe, clean, and good working condition in accordance with accepted standards.

• Prepares reports and written materials related to assigned activities (e.g. complete and close SchoolDude work orders, asbestos information related to routine and corrective action work orders, materials and specifications for project, etc.) for the purpose of documenting activities and/or conveying information.

• Provides assistance for major maintenance and capital construction projects, as requested (e.g. technical assistance, quality control inspections, punch list walk-throughs, etc.) for the purpose of supporting maintenance department in meeting District Construction standards and specifications.

• Repairs and renovates building structures (e.g. cabinets, flatwork, bookcases, finish work, roofs, painting, access, minor construction projects, windows, drywall, obtaining required building permits, access management systems (FOBs, keys), etc.) for the purpose of complying with legal building codes; providing comfortable and safe working conditions within facilities; and meeting accessibility/functionality requirements of students, staff, and the public.

• Responds to emergencies for the purpose of resolving immediate safety and health concerns.

• Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in maintaining and installing construction and building trade systems and related equipment and components; operating standard office equipment; maintaining accurate and detailed records; manage personnel; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: construction and building trade systems and related equipment and components; handling of hazardous materials; methods of organizing, scheduling and prioritizing workloads; safety practices and procedures; and knowledge of state, county, and city building and fire codes.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; working with detailed information/data; setting priorities; working as part of a team; working flexible hours; working with frequent interruptions; and meeting deadlines and schedules.
Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required

Education: Community college and/or vocational school degree with study in job-related area

Equivalency: Formal program of study (i.e. four apprenticeship programs) which are equivalent to Community College and/or Vocational School degree or certificate

Required Testing
None Specified

Certificates and Licenses
- Asbestos Certification within one year of hire
- Contractor's License - Class II with City of Casper within six months of hire
- Demolition License - City of Casper within six month of hire
- Contractor's License - Natrona County within six months of hire
- Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training
Annual asbestos certification training

Clearances
- Criminal Justice Fingerprint/Background Clearance
- MVR (Motor Vehicle Record) Clearance

FLSA Status Approval Date Salary Grade
Non Exempt 8/17/2018 67

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (Please Print): _____________________________________________________________________
Employee Signature: ___________________________________________ Date: _____________________