Position Title: Building Maint Foreman  
Pay Grade: NON,PB2, (rev. 10/3/16)  
Department: As Assigned  
Bargaining Unit: NON  
Employment Status: Full-time  
FLSA Status: Non-Exempt  
Revised Dates: 1/17; 4/16; 3/96  
W/C Code: 9015  
Established Date: 10/71  
EEO Category: Skilled Craft Workers  
EEO Code/Name: 0708 Construction Foreman  
Supervisory Work: Supervises  

Job Overview Summary:  
This is supervisory and skilled work in the alteration, repair, maintenance and custodial care of assigned City buildings, facilities and equipment. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements, which may be established by City or department rules. Work is performed under general supervision and is reviewed through conferences, inspection, analysis of reports and evaluation of results achieved.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- Participates with administrative supervisor in the placement, assignment, training, safety, appraisal and discipline of subordinates.
- Plans, schedules, assigns and supervises journeyman and other skilled and unskilled workers engaged in the alteration, repair, maintenance and cleaning of the interior and exterior of City buildings and other structures.
- Supervises and participates in the preventive maintenance program of buildings, including floors, walls, ceilings, doors, windows, locks, furniture, fixtures, exhaust fans, air conditioning, electric pumps, emergency generators, temperature control devices and other equipment.
- Inspects work to ensure proper standards and participates in the more difficult phases of work.
- Supervises and participates in the servicing, cleaning and repair of mechanical and electrical equipment, fixtures and other apparatus of the buildings.
- Performs inspections and determines repair methods, prepares labor and material cost estimates.
- Enforces safety and work performance standards and regulations.
- Recommends equipment and supplies related to maintenance activities; prepares job cost estimates for maintenance needs to include time, labor and material requirements.
- Prepares reports and maintains records related to work, including; yearly budget. Performs related work as assigned.

Minimum Qualifications:
High school graduate or GED equivalency. Considerable progressive experience in building maintenance and repair, including some supervisory experience.

Knowledge and Skills:
- Considerable knowledge of the basic methods, practices, tools, materials and work standards relating to the maintenance of buildings, fixtures, furniture and heating and other equipment.
- Considerable knowledge of the occupational hazards and recommended safety precautions of the work.
- Skill in the use of hand and power operated tools associated with various building maintenance trades.
- Ability to interpret and work from blueprints and to plan, schedule and supervise the work of a custodial and maintenance staff.
- Ability to estimate staff, time and material requirements for maintenance related projects.
Ability to identify defects in electrical and mechanical buildings equipment and fixtures and to determine necessary repairs.

Ability to maintain records and prepare reports.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with employees as necessitated by the work.

**Required Responsibilities:**
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all City staff and employees.

**Core Competencies:**
- Adaptability/Flexibility
- Effective Communication
- Employee Trust
- Operational Acumen
- Problem-Solving
- Safety Awareness
- Staff Development

**Necessary Special Requirements:**
May be required to possess and maintain a valid State of Florida Driver's, Class “D”, or Commercial Driver’s License at the discretion of management. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.