
City of DeFuniak Springs – Facility Maintenance Foreman

FLSA STATUS: Non-Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Maintenance
REPORTS TO: Maintenance Superintendent

JOB SUMMARY:

This position leads facility maintenance staff responsible for repair of electrical, plumbing, heating, ventilations, air conditioning (HVAC), carpentry, painting, other facility maintenance systems, and coordinating the use and cleaning of city facilities.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Oversees work of assigned staff.
- Addresses minor concerns with staff; refers more serious cases/discipline to maintenance superintendent.
- Assists with the planning and preparation of training and orientation for new staff.
- Evaluates systems or facilities to determine maintenance or repairs that need to be performed.
- Works with maintenance superintendent to plan work priorities, obtain necessary supplies, and assess skills needed to complete tasks.
- Assesses building systems to plan work assignments.
- Collaborates with staff to discuss upcoming work assignments; delegates assignments based on staff skills and experience.
- Prepares work schedules for opening and closing city facilities in the most efficient and productive manner.
- Inspects the parks, buildings, and recreational facilities for compliance with park rules and regulations, and established policies and procedures.
- Schedules and coordinates work with other city departments to facilitate the use and cleaning of city buildings and facilities.
- Ensures maintenance and repair work is completed safely, effectively, and in a timely manner.
- Assists staff with technical issues or advanced problems with given assignments.
- Inspects work performed by assigned staff.
- Tracks and logs time, materials, and other resources used for inventory purposes.
- Works with maintenance superintendent to coordinate topics for staff/safety meetings.
- Assists with coordination and monitoring construction performed by outside companies and contractors as required.
- Inspects and identifies equipment or machines in need of repair. Services tools and equipment as needed and reports damaged items for repair or replacement.
- Troubleshoots issues to determine necessary repairs.
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, replacing light fixtures, repairing doors and other building fixtures.
- Performs routine maintenance on city facilities, including preventative maintenance.
- Performs and completes a variety of carpentry tasks with quality workmanship to construct, maintain, repair, or modify city facilities; tasks may include measuring and marking materials, repairing and replacing floors, roofs, wall sidings, or doors; installing partitions, walls, and doors; erecting scaffolding; and building structures.
- Reads blueprints, sketches, and schematics to determine the necessary materials, equipment, tools, and methods.
- Performs minor construction, renovation, modification, installation and repair of buildings, equipment and facilities.
- Performs minor plumbing work in repairing or replacing valves and fixtures.
- Repairs and replaces broken lines, unstops sinks, and toilets.

- Performs carpentry work, painting and roofing.
- Assists in building shelves; replacing moldings, installing/repairing wiring and receptacles/switches as well as replacing light ballast and fixtures.
- Performs minor mechanical work on air conditioning and roof equipment, replacing fan motors and pumps.
- Restores worksites to original condition by removing debris, materials, and equipment used during project and return property, furnishings, and equipment to proper location(s).
- Assists with department reporting as required.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of building systems such as plumbing, electrical, and HVAC.
- Knowledge of general carpentry and repair.
- Knowledge of public relations and communications principles and practices.
- Knowledge of computers and job-related software programs.
- Strong supervisory and leadership skills.
- Skilled in creating ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Skilled in establishing and maintaining effective work relationships and communicating in a positive and respectful manner with City staff, officials, other government and private agency officials, and the general public.
- Skilled in analytical and problem solving skills.
- Skilled in dealing with customers and able to handle stressful situations.
- Skilled in managing multiple projects and deadlines.
- Skilled in organization, including attention to detail.
- Ability to prioritize tasks and delegate them when appropriate.
- Ability to identify issues and to determine repairs that are needed.
- Ability to plan maintenance schedules for building systems.
- Ability to demonstrate initiative and creativity in coordinating tasks and projects.
- Ability to collect and analyze information, to interpret policies and other materials, and to assist in the development of workable solutions.
- Ability to plan and coordinate administrative activities and schedules in municipal government.
- Ability to manage and prioritize routine, specialized, and complex assignments and problems.
- Ability to demonstrate flexibility and cooperative attitude when faced with change.
- Ability to be flexible and change job priorities at a moment's notice.
- Ability to communicate effectively verbally and in writing with staff, City Officials, and the public.
- Ability to work harmoniously with a diversity of individuals both inside and outside the City offices.
- Ability to make sound professional judgment based on department needs and cost effectiveness.
- Ability to operate motor vehicle to drive to training centers or various departments as necessary.
- Ability to travel occasionally for meetings, training, or career development.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Required Qualification(s):

High school diploma or GED obtained. Drive license required.

Preferred/Desirable Qualification(s):

Bachelors degree. Four (4) years progressively responsible experience in a facility maintenance position or related field. Prior governmental experience.

Special Requirement(s):

May require additional licenses and certifications such as Class A CDL, Maintenance of Traffic (M.O.T.) Certification, and traffic signal certification. CPR certified or ability to obtain certification.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are 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 job functions.

Physical Demands:

Required to operate a vehicle and/or equipment. Tasks involve the intermittent performance of physically demanding work, typically involving some combination of climbing ladders, reaching, bending, kneeling, crouching, standing and making continuous hand/arm movements. Sufficient vision and hearing to safety and accurately perform essential functions (with or without correction) is required. Works at heights (up to 150 feet). May work in strong odors. May also require lifting, carrying, pushing or pulling of objects and materials weighing 20-50 lbs. Must be available to work night, weekend, and holiday shifts. On night, weekend, or holiday shifts as assigned, may be required to work alone. On such assignments, within established policies and procedures, incumbents of this class are expected to work with considerable initiative and independent judgement in identifying and taking corrective action on the more routine problems.

Work Environment:

Works outside with exposure to extreme weather conditions such as heat, sun, cold, wind, rain, storms, etc. Exposure to mosquitoes, flies, bees, and other pests is also common. Exposure to normal traffic hazards. Works often in closes proximity to moving vehicles/equipment.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____