

POSITION: MAINTENANCE FOREMAN

BASIC FUNCTION OF POSITION

As a working supervisor, supervises a multi-trade maintenance team of 7 to 10 skilled and semi-skilled tradesmen. Does journey level work in a minimum of one field. Is responsible for all maintenance operations required for the buildings, utility systems, equipment, appliances and grounds assigned to his/her maintenance team, making sure that all tasks are properly completed and that deadlines are set and met.

MAJOR DUTIES AND RESPONSIBILITIES

- Directly responsible for the development and implementation of preventive maintenance programs, day to day routine maintenance operation, on-going improvements and special building maintenance-related projects.... 45%
- Prepares all correspondence, reports, files, etc., pertaining to the maintenance team. Supervises processing of supply requisitions. Supervises the filing of all records, reports, correspondence, technical information, and labor and materials expenditures. Assists in the selection of new employees. Schedules and approves leave, recommends promotions and disciplinary actions. Determines the staffing requirements necessary to perform the prescribed maintenance activities to include the appropriate mix of skills and or contractor support...40%
- Conducts annual inspection and prepares annual condition survey on all mission facilities within his charge and assist the Maintenance Supervisor in the development of annual maintenance and special project plans....10%
- Implements on-going Occupational Safety and Health training program for the maintenance team, develops library of training materials, documents all training provided to team members. May drive light trucks or other USG vehicles to transport personnel, tools, equipment and materials to and from work site...5%