

ST-S-50 Maintenance Foreman FSN-6

13. BASIC FUNCTION OF POSITION

The maintenance Foreman supervises the maintenance and repair work accomplished by a multi-skilled work crew of approximately ten journeyman level tradesmen. The incumbent is responsible for the satisfactory completion of preventive maintenance, make-readies, and/or daily work order requests for repairs. The incumbent receives his project assignments from the FSN maintenance supervisor.

14. MAJOR DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME

Assigns maintenance and/or repair tasks to the work crews; supervises work while project is in progress to ensure the assigned task is completed within the scheduled time and in the most cost effective manner possible. 30%

Provides technical assistance and guidance in the repair and/or replacement of facility components or equipment. Instructs subordinates in the maintenance of complex systems throughout the US owned and leased facilities. Provides on-the-job training to semiskilled workers. 20%

Inspects the job site, requisitions all materials needed to complete the assigned task, and ensures the availability of transportation for the work crew, tools, equipment, and materials to the job site. 15%

Inspects all building components which may include electrical, plumbing, and mechanical systems. Ensures proper preventive maintenance checks have been performed. 10%

Orders materials needed to complete the assigned task. Assists the FAC management in estimating future material requirements. 10%

Submits recommendations for problem resolution to the FAC management staff. Assists management with a variety of special assignments such as project cost estimates, tool and equipment inventories, nominations for the employee award program, etc. 5%

Records time and attendance and approves leave for the workers supervised. Writes performance evaluations and takes appropriate disciplinary action when necessary. Strives to improve productivity and morale. 5%

Performs other related duties as assigned. 5%

15. DESIRED QUALIFICATIONS

A. Education: Completion of a specialized vocational training school in construction and/or facility maintenance.

- B. Prior Work Experience: Minimum two years hands-on working experience at the journeyman level in the field of construction or facility maintenance and two years as a supervisor.
- C. Post Entry Training: None.
- D. Language Proficiency: English – Level II; Arabic – Level IV
- E. Knowledge: Must have a thorough knowledge and understanding of construction, maintenance procedures, and building materials; must understand and abide by local laws and safety procedures in work related areas.
- F. Skills and Abilities: Incumbent must be able to work independently and have a strong background in trouble shooting and problem solving in building maintenance. As Foreman, will be required to supervise as well as provide technical training to staff. Must be able to perform all job activities and duties in a responsible manner to avoid the creation of safety or health hazards. Must be able to conform to established safety and health policy and procedures. Must be able to properly utilize appropriate personal protective equipment as required by the job activity. Must report unsafe or hazardous conditions. Must inform supervisor of all accidents, illnesses and injuries.

16. POSITION ELEMENTS

- A. Supervision Received: Incumbent reports to and receives instructions from the Maintenance Supervisor.
- B. Available Guidelines: 6 FAM, Embassy SOP's and daily directives from the Facilities Maintenance Supervisor.
- C. Exercise of Judgment: Exercises a high degree of initiative and judgment. Ensures that all job activities and duties are performed in a responsible manner to avoid the creation of safety or health hazards. Uses common sense in determining good safety practices and when lifting and carrying heavy loads. Conforms to established safety and health policy and procedures. Utilizes appropriate personal protective equipment as required by the job activity. Ensures that the POSHO and other appropriate officials are informed of any accidents, illnesses or injuries that occur on the job, and of any unsafe or hazardous conditions. .
- D. Authority to Make Commitments: During an emergency, may commit the FAC workers to respond and take necessary repair action.
- E. Nature, Level, and Purpose of Contacts: Has contact with building occupants ranging in rank from enlisted military to diplomatic personnel. Must be able to deal effectively with American personnel and Locally Employed Staff (LES) at all levels
- F. Supervision Exercised: Supervises the maintenance and repair work of a crew consisting of approximately 10 journeyman level carpenters, electricians, plumbers and other trades.
- G. Time Required to Perform Full Range of Duties: 3 months.