



NEW: Submitted:
07/01/2019 05/14/2019

JOB TITLE:	FOREMAN MECHANICAL MAINTENANCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8361
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of mechanical maintenance employees

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates work of mechanical maintenance employees

Implements production schedules and records worker – hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product; suggest changes in working conditions, and use equipment to increase efficiency of shop department or work crew; analyzes and helps resolve work problems, and suggests plans to motivate workers

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to mechanical maintenance assignment

Estimates, requisitions, and inspects materials

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by designated supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing, and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movement. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years experience in commercial heating, air conditioning and controls

Refrigeration Handling Certification Type I and Type II

Ability to supervise

Knowledge of basic codes, standards, and operations in mechanical maintenance

Valid driver's license

Effect communication skills

DESIRABLE QUALIFICATIONS

Leadership experience

Experience in a diverse workplace