



NEW: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	FOREMAN GENERAL MAINTENANCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8309
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

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, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

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

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

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

#### 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 movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium 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 successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

License as appropriate to field of assignment

Leadership experiences

Experience in a diverse work place