

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Corrections Foreman	<u>CLASS NUMBER:</u> 30123	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N13	<u>POSITION CONTROL #:</u> varies
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:30 AM – 4:30 PM	<u>SUPERVISOR (PCN):</u> Building Manager (033300)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Varies		

CLASSIFICATION PURPOSE:

The primary purpose of the Corrections Foreman classification is to oversee the day-to-day maintenance operations of the county corrections center and staff.

JOB DUTIES:

Act as lead worker and oversee the day-to-day operations of assigned staff that maintains HVAC, electrical, plumbing, fire alarm and suppression, closed circuit television, and access control systems (e.g., provide work direction and training, provide work direction and assignments, sign leave forms, schedule overtime, and maintain coverage during holidays. Prepare performance reviews, recommend discipline, and daily itinerary planning.

Compile statistical reports and establish and submit purchase order requests for materials and equipment. Coordinate and attend building shut down meetings needed for repairs, meet with private contractors, and obtain quotes to perform work as needed. Respond to emergency maintenance calls during weekends, weekdays, and holidays.

Coordinate special assignments and data collection for safety meetings in compliance with county safety issues. Prepare reports and conduct equipment readings at regularly scheduled intervals for (e.g. medical isolation, inventory information, parking lot maintenance, etc.)

Maintain records, files, and facility keys. Install and remove lock cores. Perform general maintenance duties (e.g., unclog toilets, maintain facility equipment, and inspect facility and security needs). Oversee and provide snow removal services at assigned facilities as required. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; lead work; supervision; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; recognize safety warnings; maintain accurate records; add, subtract, multiply and divide whole numbers; establish friendly atmosphere as supervisor of area; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, with some vocational coursework with three (3) years of corrections or related experience.

Additional Requirements

Universal EPA certification for Refrigerant Recovery is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend the transfer or promotion of other employees.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date