

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

<u>CLASSIFICATION TITLE:</u> Engineering Foreman	<u>CLASS NUMBER:</u> 30125	<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> N16	<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> Varies
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Varies		

CLASSIFICATION PURPOSE:

The primary purpose of the Engineering Foreman classification is to supervise the day-to-day activities of assigned staff, maintain and repair HVAC systems, kitchen equipment, and domestic water systems.

JOB DUTIES:

Provide daily work direction and training to assigned staff, in the performance of their duties at outlying facilities. Direct, supervise, and schedule day-to-day maintenance and repairs for all types of facility equipment, HVAC, and refrigeration systems. Ensure cleanliness of all public and office areas. Prepare performance evaluations and conduct training. Assist manager in interviewing. Make management aware of discipline and performance problems. Assist in the implementation of all safety practices and safety training.

Perform preventative maintenance, troubleshooting, problem diagnosis, and repair on facility equipment in buildings, commercial heating units and systems, cooling and refrigeration systems, pneumatic controls, pumps, fans, motors, boilers, air handlers, compressors, pneumatic/electrical controls and generators, etc. Perform flame checks on burners. Tear down, clean, and prepare steam and hot water boilers for inspection. Reclaim and recover refrigerant. Purchase material and supplies upon approval of manager.

Ensure contract compliance for contracts at the outlying facilities. Maintain records on equipment repair and warranties. Control inventory assigned to areas of responsibility. Conduct weekly/daily inspections. Assist with snow removal at the east complex facilities. Assist in the review of staff time records for accuracy (time cards and labor sheets). Perform management duties when building manager is absent. 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; safety practices; agency policy and procedures; interviewing. Skill in skilled trade; equipment operation. Ability to understand field and systems of commercial heating units, refrigeration systems, pneumatic controls, pumps, fans, motors boilers, air handlers, compressors, pneumatics, electronic controls, and generators; apply principles to solve practical, everyday problems; recognize safety warnings; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; establish friendly atmosphere as leader of work unit; demonstrate strength to lift up to 75 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with additional vocational and technical training with three (3) years trade experience; or any equivalent combination of training and experience.

Additional Requirements

Universal EPA certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, coordinate work, provide instruction, maintain department standards, recommend discipline or discharge and to act on employee issues.

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