

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

<u>CLASSIFICATION TITLE:</u> Maintenance Foreman	<u>CLASS NUMBER:</u> 30204	<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> N12	<u>POSITION CONTROL #:</u> 034150
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Maintenance Supervisor (034100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Plumber (034161) Maintenance Worker (034152, 034153, 034154, 034156, 034158)		

CLASSIFICATION PURPOSE:

The primary purpose of the Maintenance Foreman classification is to supervise the assigned maintenance staff at county facilities and to ensure materials, supplies, and equipment are provided for the proper maintenance of county facilities.

JOB DUTIES:

Act as a lead worker and provide work direction over assigned maintenance workers in repair, replacement, and preventative maintenance on equipment, building systems, and fixtures at county facilities. Coordinate work activities and event set up. Train new staff and arrange work schedules and projects. Prepare performance appraisals. Assist in the implementation of safety practices as safety training. Inspect assigned building and perform preventative maintenance. Install and remove binder bins, blinds, garbage disposals, toilets, urinals, and shelves. Assist supervisor in the inspection of county facilities for needed repairs and replacements. Control inventory of maintenance supplies and equipment. Upon approval of supervisor, purchase supplies and materials. Assist in ensuring contract compliance for contacts assigned to the maintenance section of operations. Compile and submit labor reports, daily work schedules, assist with budget preparation, and arrange for recycled paper to be picked up. Oversee annual inventory. 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 inventory control; lead worker; supervision; safety practices; employee training and development; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; understand system of mechanical or other procedures; add, subtract, multiply and divide whole numbers; calculate fractions, decimals, and percentages; establish friendly atmosphere as supervisor of work area; demonstrate physical fitness; demonstrate strength to lift up to 75 lbs.; demonstrate strength to move objects from one location to another; demonstrate dexterity in skillful use of hands.

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, maintenance, or related with three (3) years of experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

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

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