

## **FACILITIES MAINTENANCE FOREMAN**

Code No: 3-11-026  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for directing and participating in the work assignments of interior and exterior building maintenance and basic repair crews and facility cleaners while ensuring the timely completion of tasks. Responds to off-hour emergencies and contacts and advises appropriate staff. The employee reports directly to, and works under the general supervision of the Assistant Supervisor of Building Maintenance or other higher-level staff member. General supervision is exercised over building maintenance workers, cleaners and/or contract workers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Provides daily management of maintenance and cleaning staff of facilities, assigns duties, observes work of staff, and ensures work is completed;

Inspects interior and exterior buildings and grounds to determine maintenance, repair and improvement needs;

Provides on-site triage of maintenance issues to provide higher level managers with appropriate information to be used for immediate decision making regarding repair issues;

Trains staff on basic cleaning and basic maintenance techniques to ensure best practice implementation and consistency;

Supervises and performs buildings and grounds maintenance work relating to areas such as electrical, plumbing, carpentry;

Supervises and performs grounds work such as grading, seeding, mowing, trimming and snow removal;

Provides input to higher-level management regarding large scale building maintenance and capital improvement planning in respect to daily building operations, utilization of contractors and purchasing new equipment;

Supervises staff including completing performance evaluations, participating in disciplinary actions, and prioritizing and scheduling work;

Oversees the proper and safe use of materials and equipment;

Arranges for or conducts purchasing activities of equipment, parts, materials, and supplies necessary to complete necessary maintenance and repairs that are required to maintain the cleanliness and operations of the facilities;

Implements cost savings measures;

Writes reports relating to building maintenance issues and needs;

Develops and oversees facility maintenance and grounds budget;

Manages a stockroom of tools and materials including maintaining and keeping track of inventory,

providing appropriate tools and materials to staff for task completion, and maintaining storage areas.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the practice and procedures of facility maintenance; good knowledge of the safe and efficient use of mechanical equipment and tools used in facility maintenance; good knowledge of computers and software related to facilities support; working knowledge of record keeping and inventory control; ability to create and maintain basic spreadsheets and databases; ability to write clear and concise narrative reports; ability to perform minor plumbing, carpentry and electrical maintenance activities; ability to assign and supervise the work of employees; ability to plan, organize and expedite projects; ability to make decisions; ability to communicate effectively orally and in writing; ability to measure and compute; ability to keep accurate records; mechanical aptitude; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus four (4) years paid full-time or its part-time equivalent experience in facilities maintenance and repair in a skilled trade such as construction, mechanical, and electrical work.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Title 49 of the Code of Federal Regulations (CFR), Part 1542, prior to appointment.

**ADOPTED:** January 9, 2014  
**REVISED:** January 15, 2015  
**REVISED:** December 8, 2016