

FOREMAN (Building Maintenance, Cleaners, Security)

Code No: 3-11-100
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for directing and participating in the work assignments of building maintenance crews, facilities cleaners, and security personnel. The employee reports directly to, and works under the general supervision of the Director of Parks or other higher level staff member. General supervision is exercised over cleaners, building maintenance workers and security officers. 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.)

Oversees the operation of the security system for all Town facilities to ensure buildings are secure;

Oversees the proper and safe use of materials and equipment;

Oversees the safety of Town facilities and the public during public meetings and Court sessions;

Implements cost savings measures and makes minor repairs;

Assists in the planning or implementing of projects and programs;

Assists with budget preparation, and computer projects/programs;

Maintains and updates safety and State regulations, manuals or logs;

Prepares daily work assignments and schedules;

Oversees utility and communication system;

Keeps records;

Assists in snow removal as required.

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; good knowledge of federal, state and local laws related to building safety, maintenance and security; good knowledge of record keeping and inventory control; ability to assign and supervise the work of employees; ability to read blueprints and specifications; 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus two (2) years paid full-time or its part-time equivalent experience in facilities maintenance.

SPECIAL REQUIREMENT: 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.

ADOPTED: November 7, 1996

REVISED: August 8, 2013