FOREMAN III-STRUCTURAL MAINTENANCE

DEFINITION:

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-Structural Maintenance

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• Technical aspects of the building maintenance trades.

• Principles and practices of supervision and training.

• Health and safety regulations and procedures.

• Record
-keeping and report preparation techniques.

• Oral and written communication skills.

• Interpersonal skills using tact, patience and courtesy.

Ability to:

• Plan, layout, and supervise the work of a crew of journey level workers in the structural and
mechanical trades.

• Estimate costs of labor and materials for the work project from blueprints, sketches or diagrams.

• Determine priorities and schedule work.

• Understand, carry out and give oral and written instructions.

• Use standard office equipment to create written documents.

• Provide work direction to assigned personnel.

• Interpret, apply and explain laws, codes, regulations, policies and procedures.

• Plan and organize work.

• Meet schedules and time lines.

• Work independently with little direction.

• Observe health and safety regulations.

• Maintain various records and files and prepare reports related to assigned activities.

• Communicate effectively both orally and in writing.

• Establish and maintain cooperative and effective working relationships with others.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and five years journey
-level experience in the
structural or mechanical trades including three years in the lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

• Valid California Class C driver’s license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to
successfully perform the essential functions of this job. Reasonable accommodations may be ma
de to enable
individuals with disabilities to perform the essential functions.

• Dexterity of hands and fingers to operate assigned equipment.

• Walking, standing or sitting for extended periods of time.

• Seeing to perform grounds duties.

• Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100
pounds with assistance.

• Bending at the waist, kneeling or crouching.

• Reaching overhead, above the shoulders and horizontally.

• Climbing ladders and working from heights.

WORK ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust, dirt, oil/grease. Seasonal heat and
cold or adverse weather conditions.
 Driving a vehicle to conduct work.
 The work environment
characteristics described here are representative of those an employee encounters while performing the
essential functions of this job. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions.
 The noise level in the work environment is usually moderate.

Hazards include:

• Working around and with machinery having moving parts.

• Working at heights.

• Power saws and flying debris or nails.

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• Exposure to fumes and chemicals utilized in assigned trades.

Previously Revised: 06/2017