



CITY OF LEON VALLEY JOB DESCRIPTION

JOB TITLE: Maintenance Foreman

DEPARTMENT: Public Works

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: January 9, 2018

JOB SUMMARY:

Under the general supervision of Assistant Public Works Director. The purpose of this position is to perform and delegate assignments and service requests. This is accomplished by coordinating crew leaders; maintaining city facilities; and ensuring proper supplies and material for job sites. Other duties include setting up for City events; and maintaining park list for weekend clean up and does related work as required.

ESSENTIAL JOB FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Responsible personnel involved in all phases of building maintenance; assists with implementation and administration of ongoing routine maintenance and preventive maintenance programs;

Coordinate crew leaders to ensure that planned tasks are completed in a timely manner and that equipment is available for work assigned;

As a supervisor, recommend and assist in safety and job performance training;

Provide plans and resource estimates and is responsible for proper use of equipment and materials on the job site;

Responsible for cleaning, maintaining and servicing of tools and equipment;

Ensure proper use of equipment and materials by other crew members;

Assist with repair of various building systems including HVAC, electrical, plumbing, and carpentry;

Read blueprints and schematic drawings;

Enforce safety program in work area;

Participate in all phases of street, drainage, sidewalk, buildings, alleys, utilities, and park maintenance, repair and construction;

Make minor repairs to various building systems including fixture (filters, bulbs hardware etc.) replacement, plumbing and electrical systems;

Assist with providing event set up and breakdown;

Load and unload materials and equipment;

Perform carpentry repairs;

Hear clearly when working around equipment;

Must use all required protective equipment as required by departmental policy or as instructed by supervisor such as hard hats, gloves, chaps, steel toe boots, ear plugs, face shields, etc.;

Work safely in close proximity to high speed vehicle traffic such as medians;

Work in tight or enclosed areas such as trenches or manholes in accordance with safety guidelines;

May be required to operate heavy equipment, if qualified;

May apply herbicides and pesticides, if licensed;

May be required to work in vehicle and equipment maintenance shop;

Must be able to work closely with others as part of a team;

Read and understand written and oral instructions and plans;

Complete all written reports and paperwork promptly, legible, and accurately;

Use good judgment to work safely and use equipment properly;

Use tact, diplomacy, and discretion as required;

Read and converse fluently in English;

Converse effectively with the public and other employees in person and in writing;

Must be able to report to work and remain on duty for the duration of the duty day;

Must be able to attend work regularly and predictably;

May be required to work flexible schedule including possible overtime, to include weekends, holidays and evenings;

Must not pose a threat to the health and safety of self or others;

Must have the ability to establish and maintain effective working relationships with city employees and the public;

May be required to evaluate the performance of other crew members;

Must have the ability to follow and understand all city policies and instructions given by a supervisor;
and

Assist in ensuring subordinate personnel are adequately trained in all aspects of their jobs, to include the proper use of equipment.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Must be able to use lawn mower, weed eaters, roller, mini excavator, sweeper broom, work truck, trench, bob cat hand saw, skill saw, chain saw, drill press, axe, air compressor and various other power and hand tools; in a safe manner.

ENVIRONMENTAL FACTORS:

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Will come in contact with some exposure to dust, chemicals, fumes and loud noises that are routinely encountered in municipal maintenance and construction operations, using proper safety precautions.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			O	
Chemical Hazards			O	
Electrical Hazards			R	
Fire Hazards			R	
Explosives			N	
Communicable Diseases			R	
Physical Danger or Abuse			R	
Inclement Weather			F	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				D
Extreme Temperatures				D
Noise and Vibration				D
Wetness/Humidity				M
Physical Hazards				D

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to lift and carry a minimum of 80 pounds and pull, push or drag up to 150 pounds of equipment; Climb, crawl, kneel, squat, stoop and bend freely when repairing, cleaning or constructing various municipal property. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this Job description and through the course of employment.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	around work site, communicating with co-workers
Sitting	F	in work truck, while completing various projects

Walking	C	around work site
Lifting	F	equipment, supplies
Carrying	F	equipment, supplies
Pushing/Pulling	F	equipment, tables and chairs
Reaching	O	for supplies
Fine Dexterity	R	
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	O	making repairs
Twisting	F	getting inside vehicle
Climbing	F	ladders, onto equipment, stairs
Balancing	O	on equipment, on ladders
Vision	C	observing work site
Hearing	C	listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	equipment
Other (specified if applicable)		

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency - A High School diploma or equivalent is required.
Experience	Five years' experience in a public works or related field and two year of supervisory experience is required.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. Ability to read, understand, and interpret written and oral instructions, work orders and maps (to include Material Safety Data Sheets (MSDS) and operating instructions);
Math	Basic. Ability to accurately perform the four basic arithmetic operations with whole, common and decimal numbers;
Writing	Basic. Ability to accurately complete minor paper work and have a working knowledge of city policies and procedures

Certification & Other Requirements	A valid Texas Department of Public Safety Driver's License (Class B) and the ability to remain eligible to drive under the City's driver evaluation program is required; A certified noncommercial applicator's license from the Texas Pest Control Board is highly desirable.
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PRIMARY WORK LOCATION

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			