

POSITION DESCRIPTION

POSITION TITLE:

Facilities Foreman

DEPARTMENT:

Public Works

REPORTS TO:

Assistant Public Works Director

MAJOR FUNCTIONS

This is a working supervisory position responsible for the operation and maintenance of City facilities, including City buildings, public restrooms, beach walkways, and other facilities as assigned.

Major functions include routine supervisory work which involves assigning and inspecting work of Custodial Workers, Service Workers, Equipment Operators, and Contractors in the performance of a wide variety of jobs necessary for operation and maintenance of City facilities. Areas of work and standards to be met are assigned in detail by the Assistant Public Works Director or Director and the work is checked in progress and upon completion. Assist in overseeing department efficiency, safety, and maintenance.

DUTIES AND FUNCTIONS

1. Operate and maintain City facilities, including performing manual labor operations as well as directing and supervising the work of others.
2. Procure and manage contractors in the operation and maintenance of City facilities.
3. Regular coordination with other City departments in relation to operation and maintenance needs for facilities.
4. Regular reports of facility operations and maintenance needs and actions taken.
5. Develop and maintain a 10-year City facilities operation and maintenance plan. Prepare an annual budget for operation and maintenance of city facilities.
6. Discuss job requirements with and relay detailed instructions to laborers from supervisor and contractors.
7. Perform employee evaluations of supervised employees
8. Inspect work in progress to assure conformance with instructions.
9. Report violations of ordinances and regulations and make corrections as needed and/or directed.

10. Perform or assist in performing more difficult or skilled tasks.
11. Perform other related work as may be required and/or assigned.

MINIMUM QUALIFICATIONS:

- Willingness to perform routine manual work.
- Ability to assign and supervise the work of others.
- Solid knowledge of repair and maintenance requirements public facilities
- Ability to read building and general construction plans
- Demonstrated experience using tools and equipment necessary for the operation and maintenance of City facilities.
- Ability to manage contracts
- Ability to effectively communicate (both orally and in writing) with the public, assigned workers, co-workers, supervisors, other City departments and outside agencies as required.
- Dependable with good attendance record.
- Knowledge of building codes and three years of construction background related to buildings.
- Ability to understand oral instructions, read and write simple reports.
- Ability to operate a computer. Familiarity and ability to use Microsoft Office software, including, MS Word, MS Excel, MS Outlook, and MS Access
- Possession of a current Florida driver's license, Class E (Class B preferred), and ability to operate standard-equipped City vehicles.

PHYSICAL REQUIREMENTS

Excellent physical condition. Ability and stamina to lift heavy articles and equipment weighing routinely up to 40 pounds and occasionally up to 80 pounds. Ability to work in varying environmental conditions including natural heat and cold, and harsh weather conditions. Ability to bend over, kneel, and stoop to do the required work. Ability to carry and move tools and equipment without assistance.