



FACILITIES MAINTENANCE FOREMAN

Department: Facilities Management
Job Class #: 403900
Pay Range: Maintenance/Trades 32

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly skilled, technical, and complex maintenance, repair, and construction work for Pierce County Facilities Management Department. An employee in this classification is responsible for performing trades work and lead level work for areas such as carpentry, electrical, HVAC, plumbing, masonry, or related trade areas. Work involves project planning, cost estimating, coordinating project priority, and ensuring work quality meets standards and code requirements. Work is performed under the general supervision of a Maintenance and Operations Supervisor 2 and is reviewed for thoroughness, timeliness, and conformance with instruction and trade standards.

SERIES CONCEPT: This position is distinguished from other maintenance positions by performing specialized higher level work requiring a broader knowledge and skill level; a higher level of responsibility for planning and coordinating; and lead duties that include directing the work of other maintenance staff, scheduling, and scoping work assignments.

ESSENTIAL FUNCTIONS:

- Assign work, train, and provide direction to other maintenance staff. Perform duties in skilled building maintenance activities associated with a variety of trades.
- Scope work assignments and schedule maintenance staff in conjunction with Maintenance and Operations Supervisor 2.
- Plan, organize, and prioritize various maintenance, repair, and construction projects in conjunction with Maintenance and Operations Supervisor 2 for county-wide assignments.
- Keep Maintenance and Operations Supervisor 2 informed about county-wide project status on a continual basis.
- Work with Maintenance and Operations Supervisor 2 to develop budget needs.
- Develop estimate of costs to support requests for completion.
- Determine and monitor stock inventory levels.
- Assess work assignments in various stages of completion.
- Provide “best practices” to maintenance staff on work assignments.
- Communicate proactively with co-workers, management, and client departments about project and work status.
- Demonstrate and perform proactive facility care and maintenance.
- Demonstrate journey-level experience in one craft area with general knowledge in other craft areas including, but not limited to Carpentry, Electrical, Plumbing, Painting, Welding, Masonry, and HVAC.
- May repair and maintain machinery and mechanical equipment in accordance with diagrams, sketches, operating manuals, and manufacturer’s specifications, using hand and power tools and precision-measuring and testing instruments.
- May set up and operate lathe, drill press, grinder, and other metalworking tools.

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ESSENTIAL FUNCTIONS (continued):

- Keep record of equipment showing type, model number, date of purchase, and vendor information.
- Use and operate all shop equipment and hand/power tools.
- Ensure project assignments conform to standards and code requirements.
- Determine materials, supplies, cost estimates for projects, and order supplies and materials.
- Perform routine inspection on low-pressure boiler and log in results.

OTHER JOB FUNCTIONS:

- Perform other related job functions as required.

SUPERVISION RECEIVED AND EXERCISED: Assignments are received in the form of oral and/or written instructions and are carried out with considerable independence. Work is monitored through reports and discussions to ensure conformance with County standards and general instructions. The position has lead responsibility for assigned staff, including temporary hires and volunteers.

WORK ENVIRONMENT: Work is typically performed in a garage, maintenance shop or in the field at various job sites with exposure to interruptions and loud noises. Travel to work locations, job sites, or vendor locations is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are prolonged periods of sitting, standing, bending, lifting, or carrying parts and equipment. Work is subject to loud noises, hazardous fumes, oils, gases, diesel fuel, cleaning solvents or chemicals, and is subject to encounter inclement weather conditions and traffic. Requires finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The standards, methods, materials, tools, codes, and equipment used in one or more of the construction trades.
- Occupational standards, hazardous precautions associated with various trades and construction safety standards.

Skill in:

- The use of shop equipment and hand/power tools.
- Communicating to varied audiences using different communication tools and methods.

Ability to:

- Perform highly skilled trades maintenance, repair, construction work and perform routine inspection on low-pressure boiler and log in results.
- Plan projects, estimate costs and materials necessary to complete assignments, plan and lay out projects, prioritize work, ensure compliance with codes and standards, and oversee assignments through project completion.
- Provide direction, assistance, training, and monitor work of other maintenance staff assigned to specific projects.
- Follow oral and written instructions.
- Work independently with minimal supervision.
- Physically perform the essential job functions.

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- Meet the travel requirements of the position.

MINIMUM REQUIREMENTS TO APPLY: Three or more years of journey-level work experience in one or more of the building, mechanical, electrical, carpentry, plumbing, construction, or related trade areas and provide adequate documentation of such is required. Additional training or experience may substitute for the recruitment requirements. Employees may be subject to 24 hour on-call availability. Employees may work varied shifts. Possession of, or the ability to obtain, a valid Washington State Driver's license. Satisfactory physical condition is required as indicated by a County-approved physical examination.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Certain positions in this class may be required to possess or have the ability to obtain licenses required by state, local, or federal code or regulations including but not limited to ELO1 electricians license, Class III boiler operators license and state asbestos worker or supervisor certification.