



City of Phoenix

BUILDING MAINTENANCE FOREMAN

JOB CODE 74740

Effective Date: 11/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to schedule and supervise skilled trades personnel and other employees in remodeling and repair projects. Major responsibilities involve maintaining City-owned buildings and conducting preliminary surveys of proposed projects including cost estimates; gathering budget information; monitoring capital improvement programs; ordering materials; coordinating construction remodeling schedules with other sections; interpreting blueprints and project layouts; and ensuring that safe work practices are followed. In departments that have supervisors, the work is performed under the general direction of the supervisor; in departments without supervisors, the Building Maintenance Foreman is directly responsible for the performance of the work.

ESSENTIAL FUNCTIONS:

- Schedules skilled tradesmen and other employees for remodeling and repair projects by prioritizing and assigning work;
- Conducts preliminary surveys of proposed projects including cost estimates, gathering budget information, monitoring capital improvement programs, coordinating construction remodeling schedules with other sections, interpreting blueprints and project layouts and ensuring that safe work practices are followed;
- Schedules and monitors activities of other divisions or private companies associated with project construction, including electrical communications, telephone, and contracted services;
- Orders needed parts and equipment to maintain ample inventory;
- Prepares preliminary time and materials cost estimates on proposed projects;
- Schedules work loads for completion of capital improvement construction and remodeling projects;
- Assists in the budget preparation process;
- Reads and interprets plans and specifications and prepares sketches of proposed work;
- Trains new and existing staff in existing work methods to ensure conformance with accepted standards based upon such factors as work objectives, results desired, and departmental goals and objectives.
- Conducts regular inspections of facilities, equipment, and hazardous work materials (i.e. solvents, pesticides, chemicals, etc.) to ensure compliance with safety standards;



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- Investigates and reports all accidents and injuries in order to determine effective corrective measures;
- Writes specifications and documents for contract projects;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Tools and materials used in building maintenance and construction work.
- Construction estimating practices and current labor and material costs.
- The hazards and necessary safety precautions applicable to building maintenance work.

Skill in:

- One or more building trades and reasonable proficiency in several other trades such as carpentry, painting, plumbing, cabinet making, roofing, dry wall repair, etc.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally with customers, clients, and the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Observe or monitor objects, people's behavior, and data to determine compliance with prescribed operating or safety standards.
- Measure distance using a tape measure or other measuring device.
- Use graphic instructions such as blueprints, layouts, or other visual aids.
- Estimate labor or material costs from blueprints, or work plans.
- Comprehend and make inferences from written material.
- Make precise arm-hand positioning movements and maintains static arm-hand position (example: operating an electric hand drill).
- Make fine, highly controlled muscular movements to adjust the position of a control mechanism.
- Coordinate the movement of more than one limb simultaneously.
- Bend or stoop repeatedly or continually over time.
- Make continuous or repetitive hand/arm movements.
- Lift arm above shoulder level (example: painting).
- Reach high work areas by climbing ladders, steps, or using scaffolding.
- Work at heights greater than ten feet.



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- Move heavy objects (50 pounds or more) short distances (20 feet or less).
- Moves objects between 20-50 pounds long distances (more than 20 feet).
- Work in a variety of weather conditions with exposure to the elements.
- Review or check the work products of other for conformance to standards.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of supervisory experience in building construction or maintenance and repair, supplemented by three years of skilled level experience in one or more of the building trades. Other combinations of experience and education that meet the minimum requirements may be substituted.