

Job Title	Maintenance Foreman I
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The Maintenance Foreman I, under general direction, creates work assignments and schedules, may supervise employees and work crews, supervises maintenance and repair of equipment and machinery and upkeep of buildings and grounds.

Essential Duties and Responsibilities

- Assists in managing, coordinating and supervising maintenance employees. Schedules work assignments and trains employees to do job tasks.
- Assists in maintaining accountability of tools, supplies, and equipment. Works with facilities manager, contractors, and agency staff to make improvements to facilities.
- Assists in inspection of buildings, grounds and equipment to determine maintenance work or repairs.
- Operates machinery and equipment (i.e., backhoe, skid loader, forklift, crane, etc.) to move concrete, lumber, steel, and heavy loads.
- May evaluate employee performance. May make recommendations with regards to hiring, promotion, or discipline of employees.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – High school diploma or equivalent combination of education and experience.

Experience – Four years of related experience in Mechanical, construction, electrical systems, automotive, grounds or building maintenance.

Knowledge of – Knowledge of HVAC, plumbing, electrical, construction, general office and building maintenance equipment.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communications skills.

Licensing / Professional Certification –

Physical Requirements –. Ability to lift heavy objects.

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 made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	