

# AgriLife Classification Description

Last Updated: 4/17/02

3206  
MAINTENANCE FOREMAN I  
11/01/01

## *SUMMARY*

**General Description:** Supervises maintenance crews engaged in a variety of tasks.

## *DUTIES*

**Typical:** Allocates resources, schedules, and supervises work crews performing a variety of tasks including minor construction, solid waste collection and disposal, and general maintenance; records labor and machine time; maintains inventory of supplies and equipment; inspects completed work of crews; assists in obtaining bids for outside services and makes selection recommendations; performs related duties as required.

## *SUPERVISION*

**Received:** General instruction and periodic review from immediate supervisor with specific instructions concerning work assignments.

**Given:** Detailed initial instructions and frequent review and direct supervision of labor crews.

## *EDUCATION*

**Required:** High school graduation or any equivalent combination of training and experience.

**Preferred:** Vocational training in a craft related to work assignment.

## *EXPERIENCE*

**Required:** Three years as supervisor of work crews.

**Preferred:** None.

## *LICENSES, CERTIFICATES OR REGISTRATION*

**Required:** Valid State of Texas class "B" vehicle operator's license.

**Preferred:** None.