

AgriLife Classification Description

Last Updated: 4/17/02

3207
MAINTENANCE FOREMAN II
11/01/01

SUMMARY

General Description: Supervises work crews involved in all phases of repair and maintenance of equipment, structures, and utilities systems.

DUTIES

Typical: Plans and schedules skilled and semi-skilled employees engaged in plumbing, electrical work, carpentry, painting, plastering, heating, air conditioning, masonry, motor vehicle and grounds maintenance work, and utilities operations; trains maintenance and repair workers; prepares time and attendance reports; coordinates the work of several Maintenance Foremen I; assists supervisor in preparation of annual maintenance budget request and other reports; prepares time, material and labor estimates; assists in preparing equipment specifications; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from immediate supervisor with specific instructions in the form of work orders and blueprints.

Given: Detailed initial instruction and frequent review to craftsmen, work crews, and maintenance and repair supervisors.

EDUCATION

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

Preferred: College level engineering courses.

EXPERIENCE

Required: Six years in maintenance, general construction, and utilities including four to six years as a supervisor.

Preferred: None.

LICENSES, CERTIFICATES OR REGISTRATION

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

Preferred: None.