

## BUILDING MAINTENANCE FOREMAN

### KIND OF WORK

General supervision of repair, maintenance and minor construction work on buildings and other structures.

### NATURE AND PURPOSE

An employee in this class supervises groups of skilled and unskilled workers engaged primarily in the repair, renovation and general maintenance operations of state buildings and other structures, and in minor new construction. S/He may exercise minor management responsibilities for the proper maintenance of buildings, purchasing of materials and labor, supervision of personnel, and the preparation of sketches and plans. Employees participate in the various phases of the work in the capacity of a work leader in more than one skilled trade.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises skilled and unskilled workers repairing furniture, doors, stairs, and roofs; repairing or placing wood, tile or cement floors; constructing small buildings, sheds, root cellars, pump houses, sidewalks, curbs and gutters, etc.; repairing dams, small bridges, dikes and other hydraulic structures; and repairing and performing maintenance operations of buildings, structures and equipment.

Participates in the various phases of the work in progress.

Plans and lays out work and keeps record of time, work and materials used.

Makes sketches and prepares estimates and requisitions for materials.

Makes inspections of buildings and other structures and recommends improvements or repairs.

Supervises a group of building and grounds workers involved in maintenance and upkeep of a group of buildings.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the methods, practices, equipment and materials used in the maintenance or construction (or cleaning and grounds keeping) of various types of buildings.

Building Maintenance Foreman

Class Specification

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Some positions may require a thorough knowledge of the operations and maintenance of heating and other power plant equipment.

Ability to:

Lay out, coordinate and direct the work of groups of craftsmen, helpers, laborers and other maintenance personnel to procure efficient results.

Make simple sketches and computations.

Maintain work records, to make reports and to assist in computing maintenance costs.

Est.: 4/10/40

Rev.: 8/28/58

T.C.: 4/19/72

REV.: 5/26/72

Ckd. 8/92

T.C.:

Former Title(s):