

Pulaski County

Job Title: BUILDING MAINTENANCE FOREMAN

Department: General Properties

Reports to: Assistant County Administrator for Management Services

Supervision Exercised: Work is performed under limited supervision. Coordination of work with other building/ maintenance employees.

Supervision Received: Minimal instruction and supervision after orientation period. Under the general supervision of the Assistant County Administrator for Management Services.

Classification (FLSA): Non -Exempt

Full time – Forty (40) hours/week

Essential job duties: Responsible for the daily operations and maintenance of County buildings; interior and exterior; commercial and industrial. Performs/directs tasks requiring highly technical skills in the repair, maintenance and preventative maintenance of Pulaski County buildings and grounds; electrical, mechanical and plumbing needs. Ability to comprehend complex plans, specifications and detailed reports. Participate in the planning and direction of construction projects to assure compliance with code and safety requirements associated with commercial and industrial properties. Implement a preventative maintenance plan and monitoring system for buildings and mechanical operations; provide routine tests and inspections to assure efficiency of operations and safe conditions, HVAC operations and other automation systems. Possess thorough knowledge of methods, materials, tools and equipment used in the performance of repairs, maintenance and construction as well as the occupational hazards and precautions of the work. Purchase of materials and supplies in conformance with County purchasing policies, prepare purchase orders and related paperwork. Attend and participate in meetings as required and establish effective working relationships with other departments. Organized with the ability to plan and supervise the work of skilled, semi-skilled, or unskilled workers. Ability to work various shifts and hours to accommodate needs or respond to emergencies. Oversee and work with building and maintenance personnel, overseeing personnel related activities.

Physical Requirements: Ability to perform work under varying climatic conditions; ability to work and cooperate with inmates (trustees) assigned to custodial and maintenance duties; ability to climb steps, push/pull exerting force of 20-50 lbs. occasionally, bend, stoop or crawl under equipment, use ladders, etc.; ability to perform continuous heavy manual work at a rapid to moderate pace for two hour consecutive intervals with one to two five to ten minute break within each interval; and the ability to lift up to 50 pounds occasionally

STANDARDS:

I. Professionalism and Confidentiality: Abide by all County policies and procedures

- Understand and consistently implement all County policies and procedures
- Maintain confidentiality with all vendors and employee transactions and activities
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

II.

Training and Job Development: Responsible for continuing education development and building knowledge of building construction and systems.

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems, ideas for improvement, and to updates on County plans and activities.

III. Education and Experience: High School Diploma or equivalent supplemented by least two of the following: Commercial and/or Industrial building maintenance preferred.

- One year certification from accredited trade or technical school diploma in electricity, HVAC or related field.
- Five years experience in Commercial or Industrial building maintenance.
- EPA Refrigerant Certification.
- Associate degree in mechanical, electrical, or construction management field.

IV. SPECIAL REQUIREMENTS:

- Possession of a valid driver’s license issued by the Commonwealth of Virginia. Possession of adequate hand tools to perform above duties.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures as set forth.

Employee: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.