

MAINTENANCE FOREMAN

DEPARTMENT: Maintenance
REPORTS TO: Maintenance Superintendent
SUPERVISES: Class A and B maintenance personnel, building and grounds laborers, janitor, and part-time summer laborers.

GENERAL DESCRIPTION OF POSITION:

Responsible for directly supervising all work performed by the maintenance personnel. This individual is directly responsible for ensuring that maintenance department personnel follow all safety and work rules on a day-to-day basis while maintaining the highest degree of quality and craftsmanship. Responsible for entering and maintaining data into the computerized maintenance management software (CMMS) and ordering and maintaining an inventory and organized space for parts and supplies. Assist the maintenance superintendent as needed.

QUALIFICATIONS AND JOB REQUIREMENTS:

The position requires two years of technical school training or the equivalent and a minimum of three years of supervisory experience in industrial maintenance. Lack of a post high school education or supervisory experience can be offset by additional maintenance experience. Must have a high mechanical aptitude. Experience with a computerized maintenance program is desired and computer literacy is required. Must have the ability to work with people and direct a work force. Must be able to respond to emergency situations 24 hours per day, 7 days per week. A valid driver's license is required.

TYPICAL DUTIES:

1. Supervise, inspect, assist and evaluate maintenance personnel in the performance of their duties.
2. Conduct inspections of all District facilities at least bi-monthly.
3. Perform troubleshooting of complex problems.
4. Schedule and issue work orders and record and document the work performed. Periodically review completed assignments to determine if unscheduled work can be done on a preventative or scheduled basis.
5. Utilize the maintenance department CMMS (computerized maintenance management software) to prepare and print work orders, enter data on plant equipment and create and update a plant equipment maintenance history.
6. Maintain an inventory of department tools, supplies, equipment and spare parts and maintain organization in the parts and tool room. Reorder parts, supplies and tools when the inventory is low and receive, inventory and stock the deliveries.
7. Train maintenance personnel and conduct monthly safety meetings as directed by the maintenance superintendent.
8. Prepare maintenance reports, such as the daily report and backlog report, and maintain time

and attendance records for hourly personnel.

9. Read or review equipment manuals, plans, and drawings to determine preventative maintenance needs and the best procedures for repair.
10. Assist the Maintenance Superintendent in preparing the annual maintenance budget and the five-year capital improvement plan.
11. Co-ordinate maintenance work with the Operations Department to minimize impact on plant operations

ENVIRONMENT:

Works in the operating treatment plant with its related hazards. Must be able to work under pressure with a high degree of professionalism. Works with minimal direct supervision.

As a public employee in a position of responsibility, the individual is expected to display the appropriate public conduct.

DISCLAIMER:

This position description is intended as a guide and does not constitute a contract or provide an assurance of continued employment. The position is at the will of the District Management and the Board of Trustees.

Last Modified 8/23/22