

## **GENESEE COUNTY**

### **MAINTENANCE & INSPECTION FOREMAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important intermediate supervisory position, involving responsibility for the direction of maintenance and construction activities of work crews performing skilled and semi-skilled work on public properties. An employee in this class works under general supervision of the Director of Public Works, following well-established routines and procedures, but with considerable latitude in the exercise of judgment as to the most expeditious manner in which assignments will be carried out. Supervision will usually be exercised over one or two small crews of workman, and the incumbent may be assigned to carry out specific tasks him/herself. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Supervises and participates in inspection, maintenance, electrical and technical repair, and construction of traffic signals, of fire-alarm boxes, of recreation and park areas, and of equipment pertaining thereto, of storm and sanitary wastewater, lift stations;

Supervises and participates in the installation and maintenance of electrical and water lines and equipment at Water Treatment and Wastewater Treatment plants;

Supervises and participates in maintenance of building-related installations of all City-owned structures, such as electrical installations at Fire House, equipment at City Hall, etc.;

Assigns crew members to specific duties, according to their abilities;

Supervises and inspects work in progress;

Prepares verbal and written reports;

Assists superiors in planning, as requested.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:**

Thorough knowledge of the basic principles and procedures of various construction trades, such as electrical, plumbing, and carpentry; thorough knowledge of the equipment, materials, tools, terminology, and safety precautions used in the construction and maintenance trades. Ability to read and understand sketches, blue prints, wiring diagrams and related instructions as they pertain to construction, maintenance, and trouble-shooting in the field. Ability to plan, organize and supervise the work of others; ability to solve operating problems as they occur in the field; ability to secure the cooperation of subordinates; ability to understand and carry out complex oral and written directions; ability to prepare and maintain activity costs and progress records and reports; dependability, initiative and resourcefulness; leadership; good judgment; tact and courtesy; physical condition commensurate with the demands of the job.

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**MINIMUM QUALIFICATIONS:** Five years of full-time, paid experience in the maintenance and construction field, including assignments requiring the ability to perform electrical, plumbing, carpentry, masonry, and mechanical work, of which at least two years shall have been in a position requiring the supervision of a construction or maintenance crew of at least three workers.

**SPECIAL REQUIREMENT:**

Eligibility for a Class 3 New York State Driver's License.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 3/9/73

Revised 12/26/79

3/20/80

12/10/96

3/21/03