



Job Description

Job Title	Buildings & Grounds Foreman	Department	Public Works
Reports to	Public Works Director	Salary Level	VIII A
Classification	Non-Exempt	Revision Date	05.01.2014

I. General Description

This position is responsible for overseeing buildings and grounds maintenance and supervising staff.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Performs and supervises the routine maintenance of City buildings and grounds. These duties include maintenance of all interior and exterior surfaces; lock systems, plumbing and electrical systems, heating and ventilating systems, and sprinkler and alarm systems.
2. Maintains entryway snow removal and sanding on City facilities.
3. Oversees lawn maintenance and landscaping and trash removal for all City facilities.
4. Initiates the purchasing of materials and supplies required for the maintenance of buildings and grounds.
5. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; assigning and directing work; appraising performance. May make recommendations or assist the Public Works Director with interviewing, hiring, rewarding, and discipline.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Building operations, plumbing, heating, air handling, pneumatic controls, standby power generation and electric transfer switching.
2. Building, plumbing, mechanical, electrical, and fire codes.
3. OSHA (Occupational Safety and Health Administration) and AKOSH (Alaska Occupational Safety and Health Section) standards.
4. Carpentry, interior and exterior finishing and roofing systems.
5. Maintenance and repair of sprinkler and alarm systems.



Job Description

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Must be aware of the dangers of working around asbestos.
2. Must be able to be certified in NFPA Standards, Sprinkler and Alarm system maintenance. Refrigeration level II.
3. Basic skills in the use of personal computers and report writing.
4. Interact with the public in a courteous, helpful and professional manner.
5. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

The Buildings and Grounds Foreman can be a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Buildings and Grounds Foreman will have to work in all weather, and must be prepared for both extreme heat and cold. The Buildings and Grounds Foreman occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The Buildings and Grounds Foreman must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

VI. Education and/or Experience

Education:

1. Minimum of High school diploma or General Equivalency Degree (GED).
2. Continued education in the form of seminars and courses in maintenance and safety related subjects is desirable.

Experience:

1. Have a minimum of five (5) years experience in buildings and grounds maintenance consistent with the knowledge, skills and abilities described herein.
2. Must have a valid Alaska Drivers License.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.
2. Must be able to be certified in National Fire Protection Association Standards (NFPA), Sprinkler and Alarm system maintenance, and Refrigeration Level II within 12 months of employment.
3. Must acquire a Commercial Driver's License (CDL) within 6 months of hire.



City of Dillingham

Job Description

4. Certified in Confined Space and HazWoper training.

VIII. Supervisory Responsibility

Buildings and Grounds Assistant
Buildings and Grounds Laborer (as budgeted)

IX. Scope of Employment

Regular, full time employment, non-exempt position.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____