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Class Specifications
for the Class:

BUILDING CONSTRUCTION AND MAINTENANCE FOREMAN SUPERVISOR II
(BLDG CONSTR & MNTCE SUPVR II)

Duties Summary:

Supervises several crews of skilled tradesmen through subordinate trades foremen in the maintenance, repair, alteration and renovation of buildings structures and related facilities; assists in the programming of maintenance work; and performs other duties as required.

Distinguishing Characteristics:

This class differs from that of Building Construction and Maintenance Superintendent in that the Building Construction and Maintenance Foreman supervises several crews of tradesmen through subordinate trades foremen in the maintenance, repair, alteration and renovation of buildings, structures and facilities under the direction of a construction and maintenance superintendent; whereas the Building Construction and Maintenance Superintendent is responsible for a comprehensive maintenance program and custodial services for buildings, structures and related facilities.

This class differs from classes in the General Construction and Maintenance Foreman series in that the Building Construction and Maintenance Foreman supervises the work activities of several crews of skilled tradesmen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities; whereas classes in the General Construction and Maintenance Foreman series supervise groups of employees consisting of skilled tradesmen, equipment operators and laborers in the construction, maintenance and repair of buildings, structures, airport runways, paved areas, utility systems and adjacent grounds.

Examples of Duties:

Plans and effectuates a program of preventative maintenance inspections and the maintenance, repair and replacement of electrical fixtures, plumbing fixtures and woodwork for buildings and structures; reviews work assignments for major repairs, alterations and renovations such as the replacement of floors and

walls, the installation of partitions and the relocation of electrical and plumbing fixtures, and establishes proper work procedures for the project; checks work progress to determine whether jobs are progressing as scheduled and within allotted funds; arranges for additional men and equipment from other maintenance units as required; recommends needed maintenance and repair work and assists in gathering cost data and estimating cost to be included in the departmental budget; assists in gathering cost data and estimating the cost of projects; inspects work in progress and upon completion for proper workmanship, work methods and safety practices and procedures; reviews labor and equipment reports of subordinates for accuracy and completeness; prepares and submits progress reports on activities of the maintenance unit; inspects the condition of equipment and recommends needed replacements; supervises the construction of partitions and stands and the installation of fixtures in preparation for legislative sessions and special celebrations; assists in the arrangement of contractual work for projects requiring men and equipment beyond what is available in the maintenance crew.

Minimum Qualification Requirements:

Experience and Training: (1) Six years of progressively responsible work experience in the maintenance of buildings or structures, of which three years shall have been over other skilled tradesmen, and graduation from high school; or (2) any equivalent combination of experience and training.

Knowledge of: Tools, equipment, materials and work practices in the general building trades, including carpentry, plumbing, electrical, and painting work, particularly as related to building maintenance and repair; applicable building, electrical, and fire codes and regulations; principles and practices of supervision.

Ability to: Plan, lay out, assign, and coordinate the work of skilled tradesmen and foremen; inspect the work of tradesmen and detect flaws or defects in workmanship or materials; read and interpret building plans and check repair work for conformance thereto; estimate costs and quantities of labor, materials, and equipment; give clear and concise oral and written instructions; maintain records and make operational reports; maintain good working relationships with others.

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This is an amendment to the specification for the class BUILDING MAINTENANCE FOREMAN which has been retitled to BUILDING CONSTRUCTION AND MAINTENANCE ~~FOREMAN~~ SUPERVISOR II (BLDG CONSTR & MNTCE SUPVR II).

APPROVED: January 12, 1960

ARTHUR A. AKINA, JR.
Personnel Director