

# VILLAGE OF KIMBERLY

## WORKING MAINTENANCE FOREMAN

Approximate number of employees in classification with the same title: 1

Department: Maintenance

Location: 515 W. Kimberly Avenue

Reports to: Director of Operations

Supervises: Maintenance Custodians

Pay Grade: H – Full-Time Non-Exempt

Workweek: Mon. – Fri. (6:30-3:00), call-in 24/7

Background Check: Yes

Medical Physical: Yes

### **PURPOSE OF POSITION:**

This is a skilled position within the Maintenance Department reporting directly to the Director of Operations. This position is responsible for supervisor duties in managing, planning and directing the activities of all Maintenance Custodians. Directs, leads and actively works on the proper maintenance and upkeep of all public facilities under its direction: Municipal Complex, Fire Department, Senior Center, Public Works facilities, Amphitheater, and three Water Department buildings. The duties involve the exercise of mature judgment and planning ability. This position works under the general direction of the Director of Operations and is expected to carry out most duties independently.

### **FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES**

- To administer the Department's Facilities work plan for all facilities and supervise the employees who carry out those functions. Routine housekeeping duties shall be performed daily, with routine maintenance and emergency maintenance issues being handled on an as needed basis. (70%)
- Schedule employees, schedule work plan functions, and working with facility users to ensure access to the facilities. Assist in developing policy for the department and serve a liaison to other department who use facilities. Schedule use of shared equipment with other departments. (15%)
- Assist subordinate staff with various housekeeping duties during high use. Also train staff on housekeeping techniques and implementation of policy imposed by the Administrators and Village Board. (10%)
- Continually evaluate subordinate staff, including annual reviews. (5%)

### **OTHER DUTIES:**

Perform other duties as assigned.

### **PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MANUAL DEXTERITY**

- This position is required to sit, stand, walk, and use both hands to touch, grasp and feel.

### **PHYSICAL EFFORT**

- The employee must regularly lift and/or move items up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds.

### **WORKING CONDITIONS**

- The individual in this position is exposed to varied and extreme weather conditions and must have the ability to traverse rough and uneven terrain on occasion. The noise level in the office is moderate, when directing or working with crews the noise level will be higher whenever heavy equipment is being utilized. Accepts duty responsibility on weekends, holidays 24/7 as scheduled/required.

### **WORKING CONDITIONS WHILE PERFORMING THE ESSENTIAL FUNCTIONS**

50% of the time is spent inside and 50% outside during all types of weather conditions, heat, cold, rain and snow. Being exposed to noise, chemicals, electrical and mechanical equipment and motors, moving vehicles in parking areas, fumes, dirt, odors, compound and restricted work spaces.

### **EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS**

Basic office equipment, hand tools, voltage meter, test equipment and gauges. Hearing and eye protection, rubber gloves and face protection are worn. An understanding of Material Safety Data Sheets. Knowledge and safe use of all lawn, landscape and snow removal equipment, floor maintenance equipment to include carpet extractors, tile floor burnishing machine, and power floor scrubbers. Possess a general knowledge of heating, ventilation and air conditioning systems and equipment.

### **MINIMUM AND RECOMMENDED POSITION QUALIFICATIONS:**

**Education:** High school education or equivalent is required.

**Experience:** No experience required. Prefer 3+ years of similar experience.

**Certifications/Licenses:** Valid driver's license is required, with an acceptable driving record.

**Knowledge, Skills, and Abilities:** Good communication skills. Computer literacy. Basic everyday living skills are needed as well as the ability to understand and follow verbal and written directions, read, write, add and subtract. Mechanical aptitude with a basic understanding of mechanical equipment, electrical, plumbing and piping, heating, ventilating and air conditioning in a commercial building atmosphere.

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*The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing business needs.*

AMENDED 12-3-2018