

FOREMAN - MECHANICAL TRADES

Purpose Statement

The job of Foreman - Mechanical Trades was established for the purpose/s of providing mechanical services with specific responsibility for guiding assigned workers; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; identifying repair and/or replacement needs; monitoring, programming, and maintaining mechanical systems; providing information on the operation of mechanical systems; and supporting other skilled trades in completing work assignments.

This job is distinguished from similar jobs by the following characteristics: specific education requirements (see "Education" on page 2) include formal programs of study (i.e. apprenticeship programs, etc.) which are equivalent to a Community College degree or Vocational School degree or certificate.

This job reports to Supervisor - Mechanical Trades

Essential Functions

- Analyzes documents and materials for existing and proposed mechanical systems (e.g. blue prints, schematics, and drawings, etc.) for the purpose of identifying location of new and existing mechanical systems and determining the efficient installation of additional systems.
- Collaborates with Supervisor - Mechanical Trades and assists with the coordination of day to day maintenance activities for the purpose of ensuring the proper and efficient maintenance and repair of district mechanical systems.
- Coordinates with supervisor and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses causes of problems and/or failures in mechanical systems (e.g. heating, air conditioning, refrigeration systems, boilers, pumps, controls, coils, electric motors, air compressors, pools, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates and procures materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Implements the execution of routine and preventive maintenance programs (e.g. systems for collection of work projects; prioritization, planning, and scheduling of work projects; adjusting work schedules in response to changing priorities; and documenting and communicating information, etc.) for the purpose of maximizing customer service and efficient and effective operations.
- Inspects completed work (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.
- Installs heating/air conditioning equipment and systems (e.g. pumps, electric motors, kitchen equipment, fans, controls, etc.) for the purpose of providing enhanced and/or upgraded capabilities and a comfortable working environment.
- Maintains a variety of files and records (e.g. time sheets, inventory, work orders, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and tracking expenditures.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Operates computerized energy management systems for the purpose of setting up systems (e.g. time schedules, heating and cooling settings, pump operations, etc.) and troubleshooting system failures.
- Oversees assigned mechanical personnel and daily activities and operations (e.g. training, scheduling, etc.) for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Prepares reports and written materials related to assigned activities (e.g. records of refrigerants, daily paperwork/log, time and materials, specifications, etc.) for the purpose of documenting activities and/or conveying information.

- Repairs various items, systems, and/or components (e.g. boilers, furnaces, refrigeration units, kitchen equipment, pumps, pools, drains, coils, and electric motors, etc.) for the purpose of ensuring items are available and in safe working condition and providing comfort within facilities.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; and operating equipment used in the maintenance and repair of mechanical equipment and related components.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; methods, techniques, materials, tools used in installation, troubleshooting, maintenance, diagnosis and repair of mechanical systems; troubleshooting/maintaining mechanical and environmental systems/sub systems including control/balancing these systems; pertinent codes, policies, regulations and/or laws; and blueprints and schematics.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; working with detailed information/data; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Journeyman's or Master's HVAC License; City of Casper/State of Wyoming
Low Voltage License
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Asbestos Certified

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

11/8/2010

Salary Grade

Classified 67

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____