



Job Specification

Job Title: Maintenance Foreman
BCAT Code: 805X AL
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Supervises a group of mechanical trades workers engaged in the installation, alteration, maintenance and repair of campus structures and fixtures.

Examples of Duties

- Plans, organizes and schedules work assignments for subordinates; analyzes and resolves work problems, or assists workers in solving work problems.
- Reviews job requests and determines work priorities; estimates time and materials for jobs to be performed and requisitions materials and supplies as needed.
- Establishes standards for safety and performances needed to ensure that the repair of campus structures and fixtures is maintained and monitor compliance to standards.
- Confers with management to resolve maintenance problems and recommend measures to improve campus structures and fixtures.
- Trains subordinates in safe and efficient work practices, methods, tools, and equipment usage.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of standard codes, methods, equipment materials, tools and practices of electrical systems.
- Knowledge of occupational hazards and safety precautions.
- Ability to supervise others.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards

Technical or vocational degree in the mechanical trade's field and two years supervisory experience; or a high school diploma or GED and three years supervisory experience in the mechanical trade's area; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.