

## FACILITIES MAINTENANCE FOREMAN

**DEPARTMENT** : **COMMUNITY DEVELOPMENT - REHABILITATION**  
**SALARY** :  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **MUNICIPAL EMPLOYEES LOCAL #177**

### GENERAL STATEMENT OF DUTIES

Skilled working foreman position responsible for coordination and supervision of all operational activities related to structural, mechanical and utility systems in all City Buildings including but not limited to City Hall, Carnegie Annex, Waterloo Public Library, City parking ramps, Young Arena, Sullivan Brothers Convention Center and the Public Market building. The work is performed under the general direction of the Manager of Rehabilitation Services, but considerable leeway is granted for the exercise of independent judgment and initiative. Also, performs skilled and preventive maintenance duties with mechanical, plumbing and electrical systems and carpentry repairs and maintenance in City facilities.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Coordinates and assists facilities maintenance staff in scheduled and emergency repairs of City facilities and performs mechanical, plumbing, electrical and carpentry installations independently.
2. Develops, coordinates and implements a preventive maintenance program for City facilities; regularly inspects the structural and maintenance aspects of City facilities; performs routine and preventive maintenance of mechanical, DDC controls, plumbing, electrical and building hardware (filter maintenance, mechanical lubrication, hardware replacement and adjustment, painting, staining, etc.).
3. Maintains material safety data sheets for hazardous materials as required by OSHA Right-To-Know regulations for City Hall and other City facilities as assigned including any required hazardous materials labeling.
4. Coordinates cost and labor savings with supervisor in all phases of remodeling, renovation and new construction at City facilities as assigned; develops, implements, and coordinates special maintenance studies and projects.
5. Works from building plans, blueprints, drawings and diagrams; keeps accurate records and work diagrams of plumbing, mechanical and electrical projects.
6. Works with construction and maintenance contractors to ensure mechanical integrity of City buildings and facilities; conducts "punch list" inspections of all contractual work at City facilities as assigned.
7. Assists supervisor in preparation of contract specifications and bid proposals as requested; assists in developing and administering the City Hall maintenance budget.
8. Works outside in inclement weather conditions; operates equipment and powered tools that cause vibration; works around mechanical, hydraulic and electrical hazards; noise level is often loud; work environment may be dirty; atmosphere may contain dust, fumes and unpleasant odors; walking surface may be uneven, wet, muddy or slippery.
9. Operates standard-sized pickup truck and van-type maintenance vehicle; may operate bucket truck with appropriate licensure; may operate scissor lift or other type of man lift; operates snow blower, power tools and hand tools.
10. Performs custodial duties inside and outside City buildings as needed.
11. May assist other departments with building construction or maintenance projects as directed by supervisor.
12. Performs work of a repetitive nature and varied workload pace.
13. Works independently and with others with minimum supervision.

14. Attends work regularly at the designated place and time.
15. Responds to maintenance emergencies in City facilities during regular work hours and on-call, rotating basis, including nights, weekends and holidays.
16. Performs all work duties and activities in accordance with City policies, procedures and OSHA and City safety rules and regulations.
17. Performs all other related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Thorough knowledge of operation and functions of various air handling, tempering, metering, thermostatic and safety controls, piping, wiring, ADA and GHS/MSDS requirements.
2. Thorough knowledge of standard practices, tools and terminology of all construction trades and ability to operate equipment and tools used in the performance of building, mechanical, electrical and plumbing repairs and maintenance.
3. Considerable knowledge of occupational hazards associated with and the safety precautions necessary when performing complex building maintenance and operating powered equipment and tools.
4. Ability to read, interpret and follow blueprints, plans and diagrams.
5. Ability to assess and repair minor maintenance problems using tools, materials and procedures involved in building maintenance and custodial operations.
6. Ability to read and understand chemical hazard labels and written or verbal directions of supervisor.
7. Ability to work from ladders, scaffolding or man-lift up to forty feet in the air.
8. Ability to work alone and complete work projects without direct supervision.
9. Ability to respond to questions and comments from City employees and contractors tactfully and politely.
10. Ability to communicate effectively and maintain working relationships with other City employees, supervisors, contractors and the

public.

11. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. High school graduate/GED.
2. Journeyman or Master Certification in HVAC, Plumbing or Electrical.
3. Minimum six years building maintenance experience in mechanical, carpentry, basic plumbing, basic electrical work and general building maintenance
4. Commercial heating/refrigeration technician certification.
5. Boiler certification.
6. Prefer knowledge of pump and fluid controls, pneumatic and hydraulic systems.
7. Experience in development, review and administration of maintenance bids, specifications and contracts.
8. Iowa Class C driver's license and good driving record based on City of Waterloo driver performance criteria. May be required to obtain a Class B Commercial Driver's License at discretion of supervisor. Disciplinary action or continuing employment status may be considered for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault accidents within a three-year period. Driving record will be reviewed at least annually.

**ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient strength to perform assigned tasks including lifting and carrying up to 100 pounds (may request assistance as needed).
2. Sufficient stamina to perform strenuous physical activity including carpentry, mechanical, electrical, plumbing and other building maintenance duties.

3. Sufficient speech and hearing that permits the employee to communicate effectively with other workers and vendors in person or over a telephone, and to safely operate equipment and tools.
4. Sufficient depth perception, distance and peripheral vision to safely operate vehicles and equipment in all weather conditions; sufficient dexterity to safely operate powered and manual construction tools and equipment; sufficient hearing to understand verbal instructions, respond to questions from the public and diagnose equipment malfunctions.
5. Sufficient color vision to identify indicator lights on electronic control panels, electrical wiring, heating, cooling and plumbing pipes.
6. Sufficient personal mobility that permits the employee to drive a maintenance vehicle from one City facility to another and to physically perform necessary repairs and maintenance related to mechanical, plumbing, electrical and general building maintenance.

#### **MISCELLANEOUS**

1. Must wear personal protective equipment such as safety shoes, safety glasses, safety vest, hearing protection, gloves and hardhat; must wear City-provided uniform.
2. Must comply with City of Waterloo Residency Policy for Critical Employees (must live within 10-mile radius of Waterloo City Hall or within 20 or 30 miles depending on original hire date).

3. If required by job duties must obtain and maintain a Commercial Driver's License and submit to Department of Transportation requirements including pre-employment, post-accident, reasonable suspicion, random and return-to-duty/follow-up alcohol and drug testing.
4. Must submit to and pass Civil Service examination procedures including a panel interview.

#### **WORK SCHEDULE**

Generally 7:00 a.m. – 3:30 p.m. Monday-Friday with one-half hour unpaid lunch. Will be required to rotate call 24/7 including nights, holidays and weekends with other maintenance staff on a rotating basis.

#### **ORAL EXAMINATION**

Qualified applicants will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An applicant must receive a minimum average score of 60 points out of 100 to achieve a passing score on the oral examination. The top applicants, as ranked by their scores will be the individuals placed on the certified list.

#### **TESTING DATE**

All qualified employees who apply by the deadline date will be notified of the time, place and date of the examination.

**A.A./E.E.O.**

**Minority, female & disabled individuals are encouraged to apply.**

**FACILITIES MAINTENANCE FOREMAN PROMO DESCRIPTION 16  
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