

City of Fernandina Beach  
Job Description

  
City Manager's Signature  
8.26.14  
Date

Title: Foreman - Facilities Maintenance  
Department: Facilities Maintenance  
FLSA Status: Non-exempt  
Reports to: Maintenance Manager, Facilities & Fleet  
Pay Grade: 130

**Minimum Qualifications**

- A. Education and Experience:  
High school diploma or GED required. Must have two(2) years experience and a working knowledge of all facets of current construction, building maintenance, and repair practices, including street lighting maintenance and pool maintenance. Structural pest control experience preferred. Surveillance and security systems experience preferred. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:  
Class "B" commercial driver's license required.
- C. Knowledge, Abilities, and Skills:  
Strong supervisory skills required. Ability to read blueprints to estimate materials needed for jobs required. Excellent interpersonal skills and oral and written communication skills required. Basic math skills required. Proficiency in Microsoft Office Suite preferred; some PC skills required. Must be a self-starter who can work well with the Public. Must be able to work "on-call" as required.

**General Description**

Supervises, coordinates, and participates in a variety of maintenance and construction activities, primarily related to the repair and maintenance of City buildings, pools, and property, ensuring that all work is performed in a safe and efficient manner. This is an active, physically demanding outdoor job. Exposed to a combination of office and outside environments, in sometimes severe weather conditions. Regularly exposed to noise, dust, fumes, grease/oils, and electrical energy. Assumes the responsibility of Facilities Maintenance Superintendent in his absence.

**Essential Functions**

1. Directs and coordinates the work of employees engaged in general building maintenance including carpentry, plumbing, electrical and air conditioning.
2. Supervises outside contractors performing work on City property.
3. Performs maintenance/repairs/construction work and assists workers in performing operations as required.

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4. Operates intermediate and large size construction equipment in a safe and efficient manner.
5. Assists in clean-up activities.
6. Ensures that work is performed in a safe and efficient manner, and that proper personal protection equipment (PPE) is being used by employees.
7. Performs safety inspections on equipment and facilities.
8. Inspects field work, installations, and repairs to ensure conformance with specifications.
9. Works on an "on-call" basis during peak/emergency periods as needed (Shrimp Festival, hurricane season, etc.)
10. Places orders for required materials, parts, and equipment. Picks up materials as needed.
11. Maintains construction maps and drawings.
12. Budgets for and controls expenses effectively.
13. Prepares comprehensive work reports and maintains records.
14. Trains, develops, and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with City policy. Consults with Maintenance Superintendent as appropriate.
15. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation, including City Code of Ordinances, ADA, OSHA, DOT design standards, etc. Advises management of actions and potential risks.
16. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
17. Attends and participates in administrative meetings as required.
18. Performs other duties as assigned.

**Essential Physical Skills**

Acceptable eyesight, hearing (with/without correction), smelling, moderate lifting and carrying (up to 45 lbs.), reaching, pulling, pushing, walking, sitting, standing, kneeling, bending, balancing, stooping, climbing, crawling. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Environmental Conditions**

Works inside and outside in various weather conditions with dust, dirt, noise, fumes, grease, oils, electrical energy, slippery surfaces, and vibrations. Works in or with moving objects. Heights up to 40 feet.

Key Competencies: Integrity, Professional/Technical knowledge, Attention to Detail, Flexibility, Interpersonal skills, Communication (oral and written)