

FACILITIES FOREMAN
(Albany Public Library)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for and provides leadership and supervision to maintenance personnel in the performance of maintenance and repair of buildings, grounds and equipment not covered by service contracts. This is supervisory work involving responsibility for planning, directing and participating in the activities of a number of skilled, semi-skilled and unskilled personnel in a variety of building maintenance and repair and/or related grounds keeping tasks. The work is performed under the general supervision of the Facilities Manager. Direct supervision is exercised over a number of subordinate employees involved in a broad spectrum of building and grounds maintenance, repair, construction, rehabilitation, HVAC and related activities. In the absence of the Facilities Manager, this position is the primary contact for any maintenance questions, problems or emergencies which may arise.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises, assigns and reviews the work of employees engaged in routine building and maintenance activities, such as sweeping floors, cleaning windows, dusting, emptying trash baskets and general cleanup;
- Supervises and participates in required maintenance not covered by service contracts including painting, repairs, electrical, carpentry, plumbing, landscaping and snow removal;
- Provides on the job training for staff in building maintenance procedures and safety;
- Inspects/tests HVAC systems, electrical and mechanical equipment to ensure effective and efficient operation;
- Contacts vendors to schedule routine maintenance inspections, such as fire sprinkler systems, elevators, etc;
- Prepares and maintains safety information records including MSDS, OSHA inspections, etc;
- Works with Facilities Manager to set goals and work assignments for department;
- Performs and assists in fire drills and alarm systems tests;
- May be on 24-hour call to handle building emergencies and, if necessary, contacts appropriate personnel or contractor for service;
- Inspects building's HVAC, electrical and mechanical systems to ensure efficient and effective working order, verifies proper maintenance schedules are followed;
- Maintains maintenance staff schedules;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices, procedures, tools and equipment used in the maintenance, cleaning and repair of buildings, grounds and equipment;

- Working knowledge of the tools, terminology and practices of the building construction and mechanical trades;
- Working knowledge of modern buildings and grounds maintenance and repair practices;
- Working knowledge of personal computers and office equipment;
- Working knowledge of HVAC, electrical, and mechanical systems;
- Ability to plan and supervise and inspect the work of others;
- Ability to understand and follow complex oral and written instructions;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to communicate appropriately with vendors, contractors or other service/ material providers;
- Ability to maintain accurate, thorough records and communicate electronically;
- Ability to understand and follow directions;
- Manual dexterity
- Mechanical aptitude;
- Dependability;
- Good judgment;
- Thoroughness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree (or higher) in Facilities Management, Construction Management and Trades, or a closely related field and two (2) years full-time paid experience or its part-time equivalent in one of the recognized skill trades, one (1) year of which shall have been in a supervisory capacity;
OR
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years full-time paid experience or its part-time equivalent in one of the recognized skill trades, one (1) year of which shall have been in a supervisory capacity;
OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

NOTE:

Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and nights. In addition, the position will require on-call hours.