



## BUILDINGS FOREWORKER

FC: MA300  
PG: FP-MAINT

PC: 825  
BU: 06  
August 1993

### DEFINITION

Under general supervision, plans, directs and reviews the work of crews or an assigned shift in the maintenance of District buildings, stations and shops; provides for the instruction of staff in work and safety procedures; performs related work as assigned.

### CLASS CHARACTERISTICS

This class assigns and directs the work of crews or a shift of maintenance employees involved in District building and parking lot maintenance, painting and repair functions. Work assignments to be completed are received from a full supervisory class and the foreworker is responsible for ensuring that the work is completed satisfactorily. While the foreworker is responsible for initial appraisal and documentation of performance, employee selection and major personnel decisions are left to a full supervisor in charge.

### EXAMPLES OF DUTIES

Plans daily work schedules and projects in accordance with assigned worklist; assigns work to individuals or crews and ensures that the work is done to accepted standards and within an established timeframe; determines needed materials, equipment, supplies and labor to complete assigned work; interprets District policies and procedures to employees; determines if work needs to be carried over to another shift; provides on-the-job instruction in work procedures and the proper and safe operation of tools, and equipment and painting materials; reads and reviews applicable drawings and specifications to determine work requirements; inspects and approves painting surface preparation prior to painting or the application of protective coatings and finishes to District buildings, structures, vehicles and furniture; periodically inspects tools and equipment to ensure they are in safe working condition; plans and conducts safety meetings; cooperates with District safety staff on safety matters; ensures safety equipment is available and utilized; responsible for encouraging employee morale; inventories tool lockers to account for District property; inspects District stations, buildings and yards to evaluate conditions requiring painting, repair or maintenance; reads and evaluates incident and station reports; performs minor preventive maintenance on tools and equipment or sends them to repair shop; recommends tools and equipment retirement or replacement; orders supplies from District stores and requisitions supplies, tools and equipment from vendors; receives and inspects materials/equipment delivered for compliance with purchase orders; conducts inspections of work performed; prepares a daily report of staff performance and tasks accomplished; issues and documents first step of disciplinary action; prepares reports Buildings Foreworker

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of work performed, labor hours and materials used.

## QUALIFICATIONS

### Knowledge of:

Principles and practices of building maintenance, painting and repair; tools, equipment and materials used in building maintenance, painting and repair; basic supervisory principles and practices including work assignment, instruction and review; principles and practices of safety in building maintenance, painting and repair activities; procedures for ordering and requisitioning parts, tools and supplies.

### Skill in:

Planning, assigning, directing and reviewing the work of assigned staff; instructing assigned staff on work and safety procedures; analyzing building maintenance, painting and repair requirements, establishing and determining scope of work required and recommending approach to the work; reading and interpreting drawings, diagrams, specifications, and operating manuals; identifying building maintenance, painting and repair problems and implementing solutions; understanding and preparing reports, drawings, instructions, requisitions and work orders; maintaining an inventory of necessary tools, equipment and materials; preparing and maintaining accurate records, logs and reports; determining replacement or retirement of tools and equipment; establishing and maintaining effective working relationships with those contacted in the course of the work; exercising sound independent judgment within established guidelines.

### Other Requirements:

Must possess a valid California Class C driver's license and have a satisfactory driving record; must have sufficient physical mobility to inspect the work of others.

## MINIMUM QUALIFICATIONS

Two (2) years of journey level experience in the maintenance and repair or painting of a variety of building and facilities; trade school, technical training or a formal apprenticeship in the craft is desirable.