



POWER AND MECHANICAL FOREWORKER

FC: MA535
PG: FP-MAINT

PC: 825
BU: 06
April 1988

DEFINITION

Under general supervision, plans, directs and reviews the work of a shift of mechanics engaged in the preventive maintenance, repair and modification of mechanical, electro/mechanical and HVAC equipment and systems found in a wide variety of District facilities; 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 a shift of maintenance employees in a specified functional area. Work assignments to be completed are provided by a full supervisory class and the foreworker is responsible for ensuring that the work is completed satisfactorily during the shift. While the foreworker is responsible for initial appraisal and documentation of performance, employee selection and major personnel decisions are left to the full supervisor in charge.

EXAMPLES OF DUTIES

Plans daily work schedules in accordance with established preventive maintenance schedules and assigned repair list; assigns work to individuals and ensures that work is done to accepted standards and within established time frames; assesses and adjusts priorities to ensure that revenue operation impact is minimized; assists/instructs employees in troubleshooting and planning complex installations, repairs and maintenance; assesses scope of unscheduled repairs and assigns work or determines if work should be completed by other shifts; reviews performance of power and mechanical workers, counsels employees and prepares documentation of deficiencies; resolves minor disputes and informs supervisors of disciplinary problems requiring action; interprets District policies and procedures to employees; ensures that necessary parts, tools, testing devices and supplies are available for completion of the work; orders or requisitions stock or special parts and equipment as needed; holds safety meetings and discussions on shop issues; trains employees and monitors and enforces the use of protective equipment and safe work practices; reads and interprets shop drawings and specifications; requests support for other crafts and units as required; responds to telephone and in-person requests for emergency repair and assesses the situation; maintains logs and records and prepares reports of work performed, labor hours and materials used.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in the installation, maintenance and repair of varied industrial mechanical and electro/mechanical equipment and systems; methods, equipment, tools and materials used in the installation, maintenance and repair of HVAC equipment; basic supervisory principles, including work assignments, instruction and review; procedures for diagnosing and troubleshooting electrical equipment and system problems; principles and practices of safety in mechanical and electro/mechanical equipment and system repair and maintenance; procedures for ordering and requisitioning parts, tools and supplies.

Skill in:

Planning, assigning, directing and reviewing the work of Power and Mechanical Workers; instructing staff on work and safety procedures; analyzing mechanical and electro/mechanical equipment and system repair and maintenance problems, establishing the scope of work required and recommending approach to the work; preparing and maintaining accurate records, logs and reports; reading and interpreting manuals, diagrams and schematics; 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 driver's license and have a satisfactory driving record; must be willing to work shifts and be subject to overtime in emergencies; must have sufficient physical mobility to inspect on-site work of others.

A typical way of gaining the knowledge and skills outlined above is:

Two years of journey level experience in the installation, maintenance and repair of a variety of mechanical, electro/mechanical and HVAC equipment and systems; trade school, technical training or a formal apprenticeship in the craft and experience in an industrial setting are desirable.