



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY MAINTENANCE FOREMAN III

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2120

PAY RANGE CODE: 15.2 MC REVISION DATE: 10/26/17

NATURE OF WORK:

This is supervisory work as a foreman in charge of a section of a division in an assigned area. The City Maintenance Foreman III is responsible for directing several crews, directly or through subordinates. Work responsibilities include but are not limited to the construction, repair, and maintenance of City facilities. Responsibilities and assignments are received from a supervisor, with difficult or technical problems discussed with one or more supervisors. Work involves responding to service requests from the public and other City Departments with a high degree of tact and diplomacy. Incumbents exercise considerable independence in the accomplishments of their duties and must be able to make decisions based on sound knowledge and experience.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises, organizes, plans, and schedules crews engaged in the repair of: City streets, alleys, and rights of way; traffic signals, signs, pavement markings and parking meters; plumbing, electrical and heating, ventilation and air conditioning systems in City-owned facilities; sewers, inlets, and manholes. Makes recommendations and prepares work status reports concerning jobs in progress or completed.

Supervises, counsels, and evaluates employees regarding appropriate work methods, safety precautions, and divisional policies. Assists in providing required training to section personnel. Recommends disciplinary actions for employees in violation of policies and procedures and applies the approved discipline pursuant to the pertinent union contract. Conducts performance evaluations as needed.

Supervises necessary repairs to City-owned ice arenas and swimming pools and coordinates Health Department inspections.

Oversees all boiler inspections for the City of Omaha and ensures that proper actions are taking place to keep boilers in operation. This includes working with inspectors to determine proper repairs for equipment and working with other city departments to ensure recommendations are being completed.

Supervises all fire protection inspections, approves or denies recommendations from contractors, and files reports for easy access.

Supervises the repair of elevators, including working with contractors to accomplish a prompt repair.

Supervises the repair of overhead doors, including working with contractors and city employees to ensure that overhead doors function properly.

Inspects the work completed by contractors to determine if the work was done according to local codes or job specifications.

Confers with department leads necessary infrastructure improvements or repairs.

Compiles data to determine the functionality of building equipment.

Approves payments to contractors by evaluating work that was completed.

Procures parts costs and asks for purchasing orders to keep parts in stock or for maintenance activities.

Evaluates preventive maintenance procedures to determine what is needed to keep buildings and building components operating as designed.

Conducts Facility Runoff Control Plan (FRCP) inspections to ensure that the grounds are in proper order at the Central Maintenance Yard.

Inspects assigned jobs in progress; confers with supervisors and subordinates concerning problems encountered.

Oversees snow removal operations in an assigned area of the city.

Resolves citizen complaints.

Evaluates work requests from the public.

Monitors preventive maintenance of vehicles and equipment and recommends the replacement or repair of equipment.

Determines methods, materials, and parts necessary for each job, and authorizes the ordering of all materials.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the standard methods, materials, tools, and practices used in the repair and maintenance of swimming pools, ice arenas, plumbing, electrical, heating, and air conditioning systems.

Knowledge of the occupational hazards present in the assigned area and the precautions necessary to prevent them.

Knowledge of the operational limitation of all types of equipment used in the construction, repair, and maintenance of the assigned area.

Knowledge of the installation, maintenance, repair and testing of traffic signal systems and their associated components.

Knowledge of the installation, maintenance, and repair of traffic signs, pavement markings, and parking meters.

Knowledge of pavement repair techniques and procedures.

Knowledge in the installation, maintenance, and repair of sewers, inlets, and manholes.

Knowledge of snow removal techniques and procedures.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, organize and direct the progress of a large group of employees performing repair and maintenance duties.

Ability to conduct maintenance inspections, prepare preliminary labor and material cost estimates, and general and detailed reports.

Ability to obtain proposals for different areas of building maintenance and determine the best option.

Ability to utilize MapCon to schedule/plan work for all trades within Facilities Management.

Ability to plan and organize extensive maintenance and repair work.

Ability to read and understand building management systems (BMS) to analyze trends and make repair recommendations.

Ability to maintain accurate and concise records and reports and to interpret reports to be able to react and adjust work assignments as needed.

Ability to communicate with other employees and the general public to direct work operations and to resolve citizen complaints.

Ability to understand sketches and area maps.

Ability to read and write the English language.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or equivalent.

AND

Five (5) years of progressively responsible experience in the assigned area, two (2) years of which must have been in a supervisory capacity equivalent to that of the City Maintenance Foreman II or four (4) years of a City Maintenance Foreman I classification.

SPECIAL QUALIFICATIONS

Must be able to drive or coordinate transportation to work sites throughout the city during the course of the workday.

For the Facilities Management Division:

Must possess a First Grade Stationary Engineer's license at the time of hire.

For the Traffic Engineering Division:

Signal Maintenance Operation: Must be certified by the International Municipal Signal Association (IMSA) in Work Zone Safety and Traffic Signal Technician Level II prior to the end of the probationary period.

For Signs, Pavement Markings, and Parking Meters, five (5) years of experience in a similar position.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Depending on the assigned division, work may be performed outdoors in varying temperatures and weather conditions or inside amid normal conditions of humidity, fumes, odors, chemicals, and dust. Office oriented work often entails spending considerable amounts of time at a computer terminal. Work may involve exposure to motor vehicle and chemical fumes, as well as pollen, weeds, and other airborne allergens. Work may be performed near or with vibrating machinery, moving mechanical parts, manholes, and underground cables. Noise levels may require shouting in order to be heard. Work requires a considerable amount of driving. Conditions may also necessitate working in and around high traffic areas and in wet and muddy areas.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Automobile/Pick-Up Truck
Printer

Telephone
Signal High Reach Lift

Facsimile Machine
Copier

Previous Revision Date(s): 11/19/92
5/29/97
12/20/10
2/23/12

**CITY MAINTENANCE FOREMAN III-FACILITIES MANAGEMENT
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Inspecting faulty equipment, discussing with contractors proposals at facilities.		X		
Walking	Performing onsite work such as inspections, fielding calls and giving tours for contractor proposals.		X		
Sitting	Making work orders, responding to emails, checking BMS systems, scheduling team's duties.			X	
Lifting	Raising and lowering objects up to 51 lbs.		X		
Carrying	Transporting an object up to 50 lbs a distance of up to 20 feet.		X		
Climbing	Getting on and off various vehicles, climbing ladders.	X			
Balance	Accessing roofs or climbing up ladders.	X			
Stooping	Inspecting lower HVAC or electrical equipment for repair.	X			
Kneeling	Inspecting lower HVAC or electrical equipment for repair.	X			
Crouching	Inspecting lower HVAC or electrical equipment for repair.	X			
Reaching	Getting files off of higher shelves or climbing ladders.		X		
Hand Usage	Typing, answering phone calls, taking off HVAC/Electrical panels and driving.			X	

**CITY MAINTENANCE FOREMAN III-PARK GROUNDS MAINTENANCE
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Overseeing jobsite progress and inspecting work orders.	X			
Walking	Inspecting jobsites before, during and after work orders are placed.		X		
Sitting	Participating in meetings, typing paperwork, responding to emails, scheduling employees and other supervisory tasks.			X	
Lifting	Raising and lowering objects up to 40 lbs.	X			
Carrying	Transporting an object up to 40 lbs a distance of up to 10 feet.	X			
Climbing	Getting in/out of vehicle and up/down various ladders to get onto roofs.	X			
Balance	Climbing ladders, walking on roofs and walking on uneven terrain.	X			
Stooping	Inspecting work at jobsite.	X			
Crouching	Inspecting work at jobsite.	X			
Reaching	While climbing ladders and inspecting equipment overhead.	X			
Hand Usage	Typing, driving, writing and computer use.			X	

**CITY MAINTENANCE FOREMAN III-STREET MAINTENANCE
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Overseeing operations of the job and delegating worksite tasks.		X		
Walking	Overseeing operations of the job and delegating worksite tasks.		X		
Sitting	Doing paperwork, responding to emails, gathering service requests, creating work orders, and driving from jobsite to jobsite.			X	
Lifting	Raising and lowering objects up to 75 lbs.				X
Carrying	Transporting an object up to 40 lbs a distance of up to 10 feet.				X
Climbing	Stepping into and out of truck 22" step, climbing in/out of heavy equipment to teach crew members how to operate.		X		
Balance	Walking on uneven terrains and in wet conditions.	X			
Stooping	Making markings on street with spray paint.	X			
Kneeling	Instructing crew member on how to finish concrete with rod.	X			
Crouching	Inspecting future jobsites and inspecting finished product.	X			
Reaching	Teaching a crew member how to lute asphalt.	X			
Hand Usage	Driving, manipulating tools, typing, shoveling and writing work orders.			X	
Crawling	Teaching a crew member how to finish concrete.	X			