CITY OF MONROE | **ADMINISTRATION**
Human Resources

JOB TITLE: **FACILITY MAINTENANCE FOREMAN** *DEPARTMENT:* **COMMUNITY AFFAIRS**

JOB CLASS NUMBER: **6548** *DIVISION:* **CIVIC CENTER**

REVISION DATE: **5.30.2024**

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under the direction of the Director/Assistant Director, this position supervises and performs semi-skilled manual work in maintenance and changeover activities. Duties are routine, requiring some degree of independent judgment in making minor decisions. Duties are heavy in nature, requiring considerable physical activity, lifting more than 30-40 lbs., and are performed under occasional hazardous conditions requiring normal attention to prevent errors. Employee is required to work unusual hours or split shifts during busy season. Employee works under general supervision, referring questionable cases to supervisor. This position distinguishes itself from other classes within the series by the level of responsibility assigned, including providing lead supervision to lower-level staff. Employees at this level must be fully trained in all procedures related to area of responsibility.

EXAMPLES OF DUTIES:

- *Supervises and assists skilled craft workers in repair and maintenance of buildings, structures and assigned grounds.*
- *Supervises and participates in setting up and taking down of flooring, portable chairs, trackwalls, bleachers, barricades, staging, tables and other special equipment for each scheduled activity in facilities.*
- *Performs all types of cleanup work.*
- *Supervises and assists in the set-up and operation of miscellaneous A/V equipment for a variety of events (podiums, microphones, projectors, etc.)*
- *Operates forklift, industrial vacuum, floor scrubbing equipment, power saws, power drills, power blowers and miscellaneous tools and equipment.*
- *Prepares open/close reports and other forms as required.*
- *Follows the Louisiana Governmental Code of Ethics for public servants.*
- *Performs other reasonable duties within the scope of work or in emergency situations as assigned by the appropriate authority.*

TRAINING AND EXPERIENCE:

Four (4) years' experience in custodial or similar type of work involving set-ups or take-downs for auditoriums, convention centers or similar settings for shows, sporting events or other scheduled activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Knowledge of common tools and equipment normally used in the carpentry, custodial and warehousing trades.*
- *Knowledge in the methods, tools, equipment, and materials normally used in the maintenance of changeover activities.*
- *Able to perform semi-skilled tasks independently and supervise a moderate size group of unskilled workers.*

- *Able to get along with others.*
- *Able to perform heavy manual labor for extended periods and operate tools and equipment used in public assembly type facilities.*
- *Able to work odd or unusual hours, split shifts or on holidays in preparing for or cleaning up after scheduled events.*
- *Good physical condition and health with no significant impairment of vision, arms, legs, and no history of back or heart ailments.*

PHYSICAL REQUIREMENTS:

- *Must see well enough to read standard text; hear and speak well enough to converse on phone and two-way radio; enough bodily mobility to put in and take out set-ups for shows.*
- *Able to climb stairs and ladders.*
- *Must have enough manual dexterity to use screwdrivers, saws, hammers, pliers; enough strength to pull cart carrying staging, tables, and flooring equipment.*

LICENSES AND CERTIFICATES:

Valid Louisiana Driver's License