

Section III

465. Lead Foreman

Definition

Under direction of the Director of Housing Programs, a skilled technical and supervisory position that performs building maintenance, construction, and repair work including electrical, plumbing, heating, water and sewer maintenance; to diagnose and remedy problems in buildings, grounds and equipment; perform specialized maintenance, repair work, administrative tasks of moderate difficulty and other related duties as directed.

Nature of Work

Activities associated with the position include responsibility for compliance with all plans and specifications for various public housing construction and modernization projects and establishing short and long term maintenance priorities including the implementation of timetables, requisition of materials, coordination of work crews and inspection of work in progress. Additional activities associated with the job include assisting with the repair and routine maintenance of housing units, assisting with the budgeting and monitoring of funds designated for maintenance and capital funding projects. Job duties are performed with considerable independence in determining capital needs and priorities, developing timetables and work schedules and ensuring compliance with program regulations. The Lead Foreman may also assist with the Capital Fund Program and must also be capable of responding to emergency maintenance needs on a 24-hour per day basis. Job responsibilities require extensive experience in building maintenance and construction trades, thorough experience supervising staff and strong organizational, interpersonal and decision making skills. The Lead Foreman must also possess sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions.

Examples of Duties

The following duties are typical for this classification. Employees may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for facility maintenance.
- Establish schedules and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff and allocate resources accordingly.
- Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specification for contract services.
- Coordinate and oversee construction projects, remodels and other special projects to ensure compliance

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- Makes calls, solicits bids and creates scope of work for work not covered by general maintenance contracts.
- Conduct field interviews in conjunction with payroll certifications to verify wage compliance.
- Conducts both walk-through and drive-by inspections of properties, play grounds, elevators, and fire alarm systems including trouble shooting of systems.
- Inspects and troubleshoots situations to determine appropriate action to correct or repair appliances, plumbing, electrical fixture, gas lines and HVAC equipment.
- Perform a variety of skilled building and grounds maintenance, repair, and installation duties in the areas of carpentry, electrical, plumbing, and mechanical maintenance.
- Provide skilled services in the repair of electric equipment including stoves, ignitions, heaters, smoke alarms and related equipment; replace circuit breakers, switches, outlets, and fuses.
- Perform skilled plumbing duties; repair and replace gas lines, pipes, kitchen sinks, garbage disposals and bathroom fixtures such as sinks, basins, faucets, toilets and water heaters; repair and clean outside sewer lines.
- Perform skilled carpentry duties including repairing and replacing walls, sheetrock, roofs, doors, cabinets, shelving units, windows, screens, glass, and related fixtures.
- Coordinates maintenance work to be performed with other departments.
- Assist in developing work plans, procedures and schedules.
- Perform locksmith duties; replace, repair and rekey locks.
- Respond to requests/inquiries from tenants; direct complaints to appropriate staff.
- Operate a variety of tools, equipment and motorized vehicles.
- Operate a computer to maintain agency inventory control, input work orders, conduct agency business-related internet searches and e-mail communication, order parts and supplies.
- Perform minor adjustments on service equipment; maintain tools and equipment in working order.
- Maintain a variety of records including logs of daily activities.
- Clean housing units and appliances.
- As assigned, perform housing quality, preventive maintenance and move-in, move out unit inspections.
- Required to be on-call on a rotational basis to handle any emergency after-hours calls. Must be available 24/7 for the duration of the on-call period.
- Be available for emergency on-call to assigned facilities as a disaster service worker.
- Generates work orders.
- Perform related duties and responsibilities as required and/or assigned.

Knowledge of:

- Extensive knowledge of methods, materials and practices used in building maintenance and construction including the rehabilitation of existing structures in a non-profit setting.

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- Extensive experience and knowledge of the construction and maintenance trades including carpentry, plumbing, appliance repair, masonry, roofing, painting and electrical repair.
- Extensive knowledge and experience of HVAC systems repair and maintenance.
- Extensive knowledge and experience of the Public Housing Assessment System (PHAS) scoring and methodologies including REAC inspection criteria.
- Extensive knowledge and experience of pertinent OSHA regulations and safety equipment and procedures applicable to construction and maintenance activities (includes MSDS specifications).
- Building construction practices and terminology.
- Knowledge and understanding of prevailing wage requirements.

Ability to:

- Perform maintenance activities related to area of assignment using a variety of tools and equipment in performing journey level building and grounds maintenance duties.
- Perform manual work for extended periods of time in all types of weather.
- Communicate with co-workers and residents in a courteous and professional manner.
- Lead, organize and review the work of assigned maintenance staff.
- Plan and organize work to meet schedules and deadlines.
- Operate a personal computer using various applications such as e-mail for communication, inventory control software, and maintenance work orders.
- Deal diplomatically and sensitively with vendors, residents, staff, other agency representatives and the general public.
- Maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality.
- Follow policy and adhere to procedures.
- Follow oral and written instructions.
- Drive from site to site.
- Work at heights and/or in crawl spaces.
- Read and interpret blueprints, sketches, drawings, diagrams, maps, and technical training manuals.
- Learn, interpret and apply pertinent codes, rules, regulations, policies and procedures related to construction, building maintenance, alterations and repairs.

Must also have the following skills:

- Problem-Solving Expertise: Identifying and defining problems/goals scope and sequence or priorities for attainment; selecting and implementing alternative solution strategies and supervising resources, constraints and contingencies.

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- Influencing Capabilities: Actions designed to assure the achievement of identified objectives in this area of functional responsibilities, accurate analysis of situations with appropriate related follow-up and supervisory approach responses, effective management of interpersonal behavior and/or conflict, demonstrated high level of adaptability required to effectively manage diverse, changing and even competing task expectations.
- Supervisory/Administrative Skills: Basic set of supervisory skills involved in the efficient administration of this function include, directing, implementing, motivating/communicating, training, evaluation and discipline of assigned staff,
- Planning Orientation: Demonstrated competency in operational planning processes; ability to understand and commitment to integrate the contributions to be made through this function; assessing, allocating and supervising the use of resources (material, staff, capital) in a prudent and orderly manner; monitoring, measuring and taking corrective actions required to achieve targeted results.
- Positive Thinking & Attitude: Maintains a positive work environment by creating job motivation, remaining enthusiastic about taking on challenges, demonstrating an “I care” attitude, approaching others in a pleasant, happy and upbeat manner and always finding the positive aspect of a negative situation; ability to resolve conflict in positive ways.
- Communicates Effectively: Presents ideas clearly and influentially through various means; identifies/shares important information in a timely manner; appears knowledgeable and confident in communicating information.
- Work Ethic: Dependable and meets commitments by exhibiting willingness to put in extra hours to get the job done. Available and presentable for work on a consistent and timely basis.
- Organization: Develops plans to achieve objectives by identifying resources needed, time allocations and anticipated obstacles. Utilizes planning tools and methods for prioritizing, organizations and following through.

Experience/Training:

- High School Diploma or GED required.
- Equivalent to completion of Junior College, 48 semester units or more. Two (2) years of successful experience in a related field may be accepted as equivalent to two years, 48 semester units of the education requirement criteria.
- At least five (5) years of verifiable, progressively responsible experience in the various trades, including carpentry, plumbing, refrigeration, appliances and electrical maintenance/repair.
- At least five (5) years of increasingly responsible experience or training in a public housing authority or nonprofit housing provider.
- At least four (4) years of supervisory experience.
- Knowledge of HUD, Federal, and State housing regulations.
- Journey or apprentice level certificate preferred

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License:

Mandatory to possess a valid California Driver's license, and must present DMV printout if required by employer for verification. Applicant must also be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Other Qualifications:

Performs a variety of physical tasks including sitting, standing with movement, walking, bending/stooping, crawling, climbing, reaching above shoulder, reaching below shoulder, reaching at shoulder, crouching, kneeling, lifting, carrying and pushing and pulling; repetitive hand and foot motion; hearing and vision abilities in accordance with physical tasks. Working in confined spaces and ability to lift up to 70 pounds. Have manual dexterity to manipulate hand tools and maintenance equipment.

Performs tasks in conditions that include work inside; work outside; wet; humid; noise/environment; chemicals; fumes; odors; dust; moving objects; slippery surfaces; safety equipment; special clothing; carpeted floors; linoleum floors or cement; cold (less than 50 degrees); heat (greater than 90 degrees); temperature change in accordance with physical tasks.

Must be able to verify that physical condition is satisfactory for the requirements of the position. Employees must demonstrate the ability to satisfactorily and safely perform the essential functions of the job, with or without reasonable accommodation, for disabled individuals as defined with the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification and determination by a required standard pre-employment physical at the expense of the Housing Authority. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has be either lawfully admitted for permanent residence or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identify and employment authorization.

Classification Status: Represented
Non-Exempt (FLSA)

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