JOB DESCRIPTION
GENERAL & ADMINISTRATIVE DEPARTMENT
MAINTENANCE FOREMAN

1. **JOB TITLE:** MAINTENANCE FOREMAN

2. **DEFINITION:** The employee is responsible for maintaining, assigning and reviewing the maintenance staff engaged in the housekeeping, maintenance, operation, and security of the City of Murfreesboro City Hall. Performing some unskilled and semi-skilled maintenance required. This employee reports directly to the Project Coordinator/Public Works. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens and, as Safety Sensitive; the employee will be subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. **EQUIPMENT/JOB LOCATION:**

   a. The employee will operate sweepers, vacuums, buffers and other custodial equipment as well as tools and equipment used in performing building maintenance. The employee will be exposed to janitorial chemicals, dirt, dust, foul odors, bodily fluids, noise and machinery with moving parts.
   b. Work is generally performed indoors at a City facility. All City buildings and vehicles are smoke-free.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**

   a. Manages the maintenance staff including scheduling and assigning daily activities.
   b. Efficiently inventories, orders and/or purchases housekeeping supplies and equipment accurately, completes the necessary purchase orders and picks up supplies as needed.
   c. Accurately maintains all records of the maintenance staff, including time sheets, sick and vacation accrual and disbursement records.
   d. Schedules all routine maintenance checks on filters, fire alarms, etc., on a timely basis and maintains related records.
   e. Schedules preventive maintenance on building's mechanical and electrical systems on a timely basis and maintains related records.
   f. Performs daily early morning malfunction checks on the building's mechanical and electrical systems, including air conditioning, elevators, etc.

g. Inspects parking facility daily to assure that adequate cleanup is being performed by outside vendor; performs light cleanup as needed.
h. Maintains a log of meetings held at City Hall and assures that set-up is complete and adequate to the occasion.
i. Responds to security alarm activation 24 hours a day within 20 minutes.
j. Maintains quality of air and performs routine service on heat and air units as needed.
k. Repairs drywall, painting of interior walls and removal of graffiti on exterior walls.
l. Performs small electrical and plumbing jobs as needed.
m. Assists in maintaining the Civic Plaza fountain.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

a. Transports bank deposits in the absence of Messenger.
b. Operates and maintains other machinery and equipment.
c. Performs some errands using personal or City owned vehicles.
d. Sweeps, vacuums, mops, waxes and polishes floors.
e. Cleans restrooms and replenishes supplies.
f. Empties trash cans and cleans containers.
g. Dusts and polishes furniture, washes windows, walls, etc.
h. Performs routine and repetitive work.
i. Moves, repairs and assembles miscellaneous office equipment and furniture.
j. Sits, stands, stoops and walks frequently.
k. Lifts objects weighing 50 pounds, or more with assistance.
l. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

a. Must be at least twenty-one (21) years of age.
b. High school diploma or equivalent.
c. Two years experience in building maintenance operations.
d. Experience in organizing, planning and supervising the work of others preferred and ability to do so.
e. Must have driver’s license valid in the State of Tennessee and the ability to safely operate an automobile.
f. Must possess the legal ability to work in the United States.
g. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds and to

repeatedly lift, move and carry objects weighing more than 50 pounds with assistance.

h. Ability to climb ladders and work effectively at heights of ten (10) feet.
i. Knowledge of and the ability to use common hand tools and janitorial equipment.
j. Knowledge of or the ability to learn the City Hall Security Alarm System, with the ability to perform emergency call-in duties as needed, including late nights, weekends, and holidays.
k. Knowledge of basic purchasing and payroll procedures.
l. Must be able to distinguish between different cleaning materials.
m. Knowledge of and/or ability to learn about occupational hazards and safety precautions.
n. Knowledge of basic custodial procedures and ability to complete assigned tasks within work time comparable to that of other custodial personnel.
o. Ability to perform routine building maintenance, including but not limited to, plumbing, electrical, painting and maintaining heat and air units.
p. Ability to establish and maintain an effective working relationship with other employees and the public.
q. Ability to report for work on time and to perform the duties of the job for an entire workday.
r. Ability to perform occasional overtime, weekend and holiday work.
s. Ability to follow City rules and regulations; understand and follow City personnel policies.
t. Ability to concentrate and accomplish tasks despite interruptions.
u. Ability to perform a variety of tasks simultaneously or in rapid succession.
v. Ability to communicate effectively.
w. Must not have been convicted of a felony, or a misdemeanor involving dishonesty, violence, gambling, liquor, or controlled substance nor pleaded no contest or nolo contendere to either.

Non-Exempt
Safety Sensitive
August 25, 2004