

CITY OF MADISON
POSITION DESCRIPTION

<p>1. Name of Employee (or "vacant"): Vacant</p> <p>Work Phone:</p>	<p>5. Department, Division & Section: Department of Public Works Engineering Division Operations Section</p>
<p>2. Class Title (i.e. payroll title): Public Works General Foreperson</p>	<p>6. Work Address: 1600 Emil Street</p>
<p>3. Working Title (if any): Facilities Maintenance & Custodial Services Foreperson</p>	
<p>4. Name & Class of First-Line Supervisor: Kathy Cryan, Operations Manager</p> <p>Work Phone: 266-4819</p>	<p>7. Regular daily hours of work: Hours/Week: 40 (5 day work week M-F)</p> <p>From 7:30 AM To 4:00 PM</p>
<p>8. Date of hire in this position:</p>	
<p>9. From approximately what date has employee performed the work currently assigned:</p>	
<p>10. Position Summary:</p> <p>General to this Class Title - Responsible varied and/or technical supervisory work in organizing, directing, monitoring, and evaluating public works maintenance activities including, but not limited to: sanitary and storm sewer cleaning; CCTV inspection; storm and sanitary construction, repairs and rehab; closed landfill monitoring and maintenance; greenway mowing and maintenance; utility locating and marking; sanitary sewer flow and storm water quality monitoring; facilities maintenance and custodial services and/or snow removal and ice control.</p> <p>Specific to this Working Title - This is skilled supervisory and programmatic work involving the planning, oversight, and evaluation of building and facility maintenance, mechanical repairs and custodial services at multiple sites. The work involves supervising and scheduling staff; making budget and purchasing recommendations; developing maintenance, modification, preventative maintenance, and repair plans; developing and coordinating service contracts and projects; and integrating the maintenance/custodial staff activities with customer service needs. The work is performed under the direction of a department head or other administrator; is characterized by the use of initiative and judgment in determining the nature of repairs needed and the appropriate methods, procedures, and staffing to accomplish work; and is reviewed for conformance with desired work standards and operating policies.</p>	
<p>11. Time %</p>	<p>Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)</p>

11.

Time %

Functions and Worker Activities: (Do not include duties done on an "Out-of-Class" basis.)

50%

1. Direct, control and evaluate activities of employees engaged in a variety of public facilities maintenance and custodial activities including, but not limited to: preventive maintenance, scheduled repairs and replacement, emergency response, routine and project custodial services, grounds maintenance, snow removal and ice control.
 - a. Plan, organize and manage work to efficiently meet program objectives.
 - b. Develop, maintain and update work schedules in accordance with general instructions and established procedures.
 - c. Review and prioritize workloads.
 - d. Prepare daily work assignments.
 - e. Assign personnel and equipment.
 - f. Oversee and evaluate work before, during and after completion. Review quantity and quality of work performed.
 - g. Monitor actual progress against established schedules.
 - h. Ensure that work is performed in a safe and efficient manner per established procedures.
 - i. Assist staff resolve problems/concerns to ensure productive use of work time.
 - j. Ensure that ensure appropriate action is taken to resolve problems identified by staff.
 - k. Schedule follow up activities where necessary.
 - l. Review preventive maintenance logs and work orders. Schedule required follow-up actions and/or issue work order for repairs.
 - m. Coordinate maintenance and custodial activities with other agencies and/or vendors, suppliers and or contractors as required.
 - n. Develop and implement written standard operating procedures.
 - o. Assist in development and implementation of procedures to increase operational efficiency.
 - p. Ensure that adequate inventory of all required supplies and materials is maintained.
 - q. Exercise independent judgment in emergency situations – i.e. sewer back ups, broken pipes, power outages, HVAC failures, roof leaks, etc.

35%

2. Maintain required records.

- a. Implement computerized facility and equipment inventory, preventive maintenance schedules and activities, work orders, and material/supply inventories, etc. in Accela. Train staff to use system. Review data on a regular basis to ensure its accuracy and completeness.
- b. Ensure that required inspections (i.e. boilers, fire protection systems, cross-connection devices, elevators, etc.) are performed. Review inspection reports and ensure that any deficiencies are remedied. Ensure that inspection statuses and findings are accurately maintained in database.
- c. Maintain Accela to ensure accuracy (i.e deactivate abandoned/replaced assets; initiate, maintain and update preventive maintenance schedules; verify accuracy of data entry, etc.)
- d. Maintain and process necessary purchasing records including p-card receipts and monthly statements.

10%

3. Assist with personnel related issues.

- a. Participate in hiring, promotion, transfer, discipline, suspension, layoff, recall and discharge of employees.
- b. Receive employee grievances; participate in grievance investigation and first stage response.
- c. Evaluate work performance of individual employees.
- d. Review timesheets and other records to verify accuracy prior to submitting for payroll data entry
- e. Track employee use of sick leave; obtain medical excuses per contract.
- f. Prepare and submit accident reports, incident reports, medical releases and other documentation per established procedures.
- g. Coordinate training to develop and enhance requisite skills of employees.

5%

4. Other related work as required

- a. Assist customers and citizens in resolving problems.
- b. Establish and maintain effective working relationships with employees, customers, co-workers and supervisors and other agencies.
- c. Provide coverage for other Engineering Public Works General Forepersons as required.
- d. Participate as a member of after-hours Engineering On-Call Supervisor rotation.
- e. Work cooperatively with supervisors, co-workers, employees and other agencies.
- f. Perform other assigned work.

12. Primary knowledge, skills and abilities required:

Comprehensive knowledge of the principles, techniques, equipment, tools and materials commonly used in facilities maintenance and custodial services. Ability to plan, assign, supervise and inspect work of a considerable number of employees and to obtain efficient results. Ability to determine the effectiveness and need for facilities maintenance activities through the review of line history, data submitted by maintenance mechanics, customers and analysis of related data. Ability to analyze data and write reports. Ability to maintain accurate records using computerized systems. Ability to use and understand computerized facilities maintenance data. Knowledge of the hazards of the work and methods of promoting safety programs. Ability to operate a variety of general office equipment, computer and peripheral equipment, radio communication equipment, measuring tools and a light pick up truck. Ability to establish and maintain working relationships. Ability to communicate effectively with a wide range of individuals. Ability to supervise employees in a manner conducive to full performance and high morale. Ability to work in a team environment and get input from affected worker(s). Ability to deal courteously with customers and public. Ability to maintain adequate attendance. Must staff regularly scheduled rotating on-call shift on a stand-by basis and respond appropriately to calls for information, assistance and emergency response. Ability to work nights, weekends, holidays when inclement weather, emergency or other situations require such. Knowledge of geography of municipality.

13. Special tools and equipment required:

Ability to operate a variety of general office equipment, computer and peripheral equipment, radio communication equipment, measuring tools and a light pick up truck.

14. Required licenses and/or registration:

Wisconsin Driver's License, CPR and First Aid Certifications.

15. Physical requirements:

Must be able to walk extended distances to access remote field locations; work outdoors in adverse weather conditions for extended periods of time; climb ladders and enter confined spaces to access equipment for inspection.

16. Supervision received (level and type):

This work is performed with minimal supervision from the Engineering Operations Manager and is responsible for managing the daily duties of the facilities maintenance and custodial staff in the Engineering Operations Section.

17. Leadership Responsibilities:

This position:

- is responsible for supervisory activities (Supervisory Analysis Form attached).
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- has no leadership responsibility.
- provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

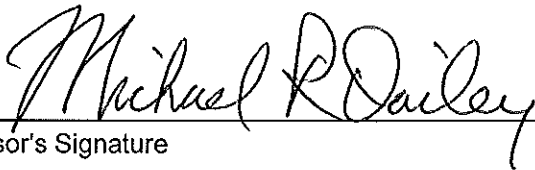
- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

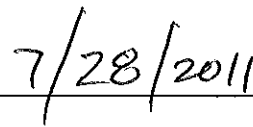
Employee's Signature

Date

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).





Supervisor's Signature

Date

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615