

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone:

2. Class Title (i.e. payroll title):

Building and Trades Foreperson

3. Working Title (if any):

Engineering Building & Trades Foreperson

4. Name & Class of First-Line Supervisor:

Kathy Cryan, Deputy Division Manager

Work Phone: 266-4819

5. Department, Division & Section:

Department of Public Works, Engineering Division - Operations

6. Work Address:

1600 Emil St

7. Hours/Week:

40 hours

Monday through Friday, 7:00 AM to 3:30 PM

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is highly skilled master level skilled trade work in the maintenance, repair, replacement, upgrade, installation, testing and inspection and commissioning of electrical, HVAC and/or plumbing systems and equipment found in a wide range of municipal facilities operated and maintained by the Engineering Division.

Work involves planning, scheduling, overseeing, performing and evaluating electrical, HVAC and/or plumbing construction, repair and/or maintenance work and related activities. The work also involves overseeing, testing, inspecting, commissioning, contacting and/or consulting with outside contractors and vendors performing related construction, repair or maintenance work. This class is distinguished by responsibility for the overall operational activities of electrical, HVAC, and/or plumbing work performed by the Engineering Facilities Services section.

Under general supervision, the employee exercises considerable judgment in meeting program objectives. Work includes functioning as a leadworker and directing subordinate facilities skilled trades and maintenance employees as may be assigned. Assignments are received from a higher level supervisor or engineer and are performed under limited supervision.

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

45% A. In-House Design/Build Projects

Plan, schedule, assign, perform and oversee the electrical, HVAC and/or plumbing work performed in-house by the Engineering Division Facilities Operations & Maintenance Section.

- Determine the materials, methods, and tools involved in the construction or repair of systems and components in a wide variety of municipal facilities.
- Participate in the more judgmental and/or discretionary elements of skilled trades work, to include needs assessment, problem resolution, system design, etc.
- Establish work priorities consistent with program objectives and assume responsibility for the development of responsive procedures, methods, and time tables.
- Interpret building plans and inspect job sites to assess material and equipment needs.
- Identify differing field conditions and review potential plan modifications with Facilities Management architects, engineers and construction managers as necessary.
- Develop estimates for projects; includes determining time, equipment, and human and material resources needed to complete the work.
- Obtain proper permits for work performed by Engineering as required by law to carry out work.
- Order and pick up materials for jobs.
- Perform and oversee the installation, maintenance and repair of systems, equipment and components.
- Inspect, install, repair and replace building systems, equipment and components.
- Function as a leadworker and direct others as may be assigned in the performance of required work. Inspect employee work for conformance with plans and standards. Provide feedback, recommend corrective action and follow up with supervisor.
- Schedule required inspections.
- Update all applicable drawings and maintenance schedules to reflect any changes made to existing systems.
- Ensure that spare parts inventories are updated for any new equipment added based on the manufacturer's recommendations. Maintain current equipment and supply inventory.
- Participate in training staff.

30% B. Oversee and perform routine, scheduled maintenance to a wide range of equipment as assigned to ensure its reliability and peak operating efficiency.

- Per established schedules perform required preventive maintenance and inspection to a wide range of facility mechanical, electrical and plumbing equipment and systems.
- Ensure that preventive maintenance activities are completed as scheduled.
- Function as a leadworker and direct other facilities maintenance employees as may be assigned in the performance of required work.
- Record all routine maintenance activities and the results of routine testing for trending purposes. Identify any potential issues that may adversely affect the reliability and/or operating efficiency of equipment.

10% C. In-House MEP Plan Review, Inspection, Commissioning & Retro-commissioning Program

Participate in the design, construction, inspection and commissioning of all facilities maintained by the Engineering Division to ensure the most cost-effective and efficient long-term operation and maintenance of these facilities, ensure safe, productive and healthy work environments for employees and protect the tax payers investment in these facilities.

- Work with Facilities Management architects and engineer to develop and update standard specifications for systems.
- Serve as a member of Facilities Operations & Maintenance project team throughout schematic, design development and construction document phases of new construction or major rehab projects. Review basis of design documents, schematics, equipment selections, plans and specifications, etc. to ensure that they meet the Owner's project requirements and that changes and updates are made as necessary. Communicate questions, comments, recommendations, changes, etc. to designated project manager.
- Participate in construction meetings.
- Review submittals to verify compliance with plans and specifications.
- Perform inspection, commissioning, and retrocommissioning activities. Document and communicate results to designated Project Manager.
- Participate in Owner Training for MEP systems. Review O&M Materials. Participate in development and implementation of PM schedules based on the manufacturer's recommendations. Update spare parts inventories Maintain current equipment and supply inventory.

5%

D. Respond to customer service call requests, including after-hours emergencies.

- Respond to a wide range of service call requests during regular business hours and to after-hour service calls during on-call shifts. Types of calls vary from plugged toilet/sink, no heat or air conditioning, to power outage, leaks, etc.
- Perform troubleshooting to identify source of problem.
- Determine appropriate measures to remedy problem.
- Take necessary action to remedy problem.
- Communicate findings, resolution and any follow-up action required to supervisor and customer.

5%

E. Participate in the development, implementation, maintenance and enhancement of systems to increase organizational efficiency.

- Assist in maintaining computerized asset inventory to ensure that it is complete, accurate and up-to-date.
- Assist in identifying appropriate re-order levels for parts, materials and supplies inventory.
- Recommend improvements and enhancements to existing systems.

5%

F. Other

- Clean and maintain assigned tools, and perform routine maintenance on special equipment used in the work.
- Maintain effective working relationships.
- Participate in the development of the section budget.
- Perform other related work as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles, techniques and tools of the electrical, HVAC and/or plumbing trades. Thorough knowledge of occupational safety requirements. Thorough knowledge of related building construction principles, codes, practices and nomenclature. Working knowledge of leadwork techniques and methods. Ability to develop, read and interpret plans and schematics. Ability to plan, schedule, assign, and oversee the work of assigned staff. Ability to establish and implement work plans, procedures, methods, and timetables. Ability to prepare routine reports and keep accurate records. Ability to communicate effectively both orally and in writing. Ability to maintain effective working relationship with co-workers and the public. Ability to operate a motor vehicle. Ability to maintain adequate attendance.

Training and Experience:

Four years of journey-level electrician, HVAC and/or plumbing experience. Such experience would normally be gained after completion of a recognized apprenticeship program. Other combinations of training and/or experience that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Wisconsin Master Electrician License; or
Wisconsin Master Plumber License; or
Wisconsin HVAC Qualifier Certification and HVAC Contractor License.

Wisconsin Driver License

15. Physical requirements:

Employees in this position must be able to lift/carry objects weighing up to 50 pounds on a regular basis. In addition, employees must be able to frequently walk, sit, bend, squat, climb, kneel, stoop and lift arms overhead to perform work for extended periods of time.

16. Supervision received (level and type):

Under general supervision, the employee exercises considerable judgment in meeting program objectives.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 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

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

DATE

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