

CITY OF WILLIAMS

The City of Williams is recruiting for a Maintenance Foreman who will oversee, supervise, direct, and participate in construction, maintenance, and repair of the City's facilities and buildings. Successful candidate must have up-to-date, hands-on expertise in construction techniques, building maintenance and repair methods, janitorial maintenance, landscaping, computer skills, and supervision of others. Full-time, full-benefits position at \$16.98 - \$24.81 per hr.

Position requires the ability to work in adverse weather conditions at high altitude, to adapt to constantly changing tasks, projects and multi-tasking, to maintain high energy and flexibility. Excellent customer service, both internal and external, is important to success in this position. Please send completed City of Williams application and your resumé to skerley@williamsaz.gov. Note any applicable certifications you've earned. Go to www.williamsaz.gov for application and job description. Phone 928.635.4451 x203 with questions.

MAINTENANCE FOREMAN

City of Williams Position Description (Grade 9)

Summary of Position

Supervises and participates in the maintenance, repairs, and construction of City facilities, manages the Maintenance Department budget, supervises its employees and directs its activities.

Organizational Relationships

1. Reports to: Public Works Director
2. Directs: Maintenance Department employees
3. Other: Works closely with City staff, employees, and the general public and models effective customer service skills for those supervised

Essential Duties

- Directs all activities of the Maintenance Department, supervises its employees, and performs their performance appraisals.
- Trains employees in job duties and functions, safety procedures, and federal and state requirements. Supports and maintains high employee morale.
- Prepares accurate time and activity reports and monitors departmental budget.
- Issues and carries out oral and written instructions.
- Projects and schedules anticipated repairs on all City facilities and buildings.
- Supervises the preparation of ball fields for games and provides necessary maintenance on ball fields, parks, and playground equipment and repairs and maintains the sprinkler systems.
- Performs skilled work in basic building construction, remodeling, plumbing, and electric installation.
- Coordinates regular, preventive maintenance and janitorial services on all City buildings and facilities.
- Supervises maintenance and cleaning of all departmental equipment and facilities.
- Performs other duties as required, assigned, or directed.
- Work may require heavy physical exertion under adverse weather conditions with exposure to dust, fumes, smells, and other hazardous or disagreeable elements.

Job Knowledge, Skills and Abilities

- Knowledge of materials, equipment maintenance, and operational skills, methods, and techniques commonly used in basic building construction and maintenance.
- Knowledge of current materials and techniques used in maintaining buildings and facilities.
- Mechanical knowledge of equipment in order to utilize, train and develop employees in operations and maintenance.
- Knowledge of OSHA regulations, hazards and safety precautions in the use of chemicals, hand and power tools, and other equipment.
- Skill in operating all Maintenance Department equipment and tools.
- Ability to supervise employees so their performance and morale are maximized.
- Ability to communicate effectively in writing and verbally.
- Ability to work varied hours, weekends, and holidays as required.
- Certifications in pesticide application and other activities preferred.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.