

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Maintenance Foreman 2		Class Code: 004IC2
	FLSA Status: Non-Exempt	Salary Schedule: LTC 2	Effective Date: 11-7-14
	Summary: Incumbent is responsible for preventative maintenance and/or maintenance repair work in a state facility. Incumbent supervises a crew of skilled maintenance workers following general instructions and standard practices of the trade.		

Duties:

- Oversees and participates in alternations, repairs and general maintenance of state facilities;
- Arranges for acquisition and transport of materials and equipment to job site;
- Inspects maintenance projects to ensure repair work is being properly completed;
- Supervises and coordinates maintenance work crew in assigned work;
- Provides on-the-job training for unique or special jobs as needed;
- Ensures that all safety standards and precautions are followed by all subordinate workers;
- Maintains work order log, keeps time records of crew and submits time reports;
- Amends work plans as needed to efficiently complete projects;
- Performs related duties as required.

Job Requirements:

- Advanced knowledge of standard practices, processes, materials and procedures and the ability to use tools and equipment of the various trades;
- Thorough knowledge of IOSHA regulations;
- Broad knowledge of qualities and adaptabilities of various materials used in the repair of maintenance projects;
- Ability to plan, layout and estimate proposed projects in terms of equipment, man hours and costs;
- Ability to assign, schedule and supervise the work of skilled maintenance workers;
- Ability to obtain and hold a valid driver's license;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Work consists of the electrical, plumbing, building codes and established practices and procedures. The work is of moderate complexity consisting of daily application of skills, knowledge and guidelines to individual situations.

Responsibility:

Incumbent is responsible for coordinating and ensuring that assigned maintenance projects are completed in a proper and timely fashion. The incumbent receives general instructions for work assignments. Planning and laying out work for subordinate personnel is performed independently. Incumbent follows accepted trade practices, processes and procedures as well as federal, state and local building and safety codes and is responsible for solving technical problems as they arise. Incumbent makes recommendations on the installation and purchase of material.

Personal Work Relationships:

Incumbent works with maintenance staff, facility staff and/or private contractors for the effective maintenance of facility buildings and grounds.

Physical Effort:

Work involves periodic lifting, standing, climbing and stooping as well as the operation of complex manual or electrically powered equipment

Working Conditions:

Incumbent works inside a complex where dust and noise may be a health hazard, outside of buildings during unfavorable weather, in crawl spaces or other uncomfortable and inconvenient situations.