



# COUNTY OF NYE

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## CLASS TITLE: FOREMAN

### BASIC FUNCTION:

Under general direction of the department head, plans, assigns, supervises and monitors the daily work activities of subordinate staff within the department. Responsible for the implementation, evaluation, review and completion of division specific tasks such as: maintenance, repair, remodeling, and/or construction activities specifically relative to facilities and fleet management requirements. Functions as a working foreman and personally executes work orders as necessary, to facilitate task specific training, enhance divisional productivity and/or substitute for absent subordinate staff members.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Assigns personnel, equipment, materials and parts as required by specific work order requests and supervises the successful completion of all work-related activities.
2. Routinely inspects work in progress to ensure finish products comply with all federal, state, and local regulatory agency requirements, and assists in performance review preparation and delivery.
3. Coordinates all activities involving preventative maintenance programs, implements necessary inspections and ensures routine parts and materials are available, and arranges for out-source contracting assistance as necessary.
4. Prepares detailed cost estimates and recommendations regarding the feasibility of major repair projects including cost estimates, and make or buy recommendations.
5. Monitors daily work activity and maintains appropriate log of time, materials and equipment used in conjunction with each work order request.
6. Routinely conducts safety reviews to ensure work sites, personnel and activities are in compliance with all applicable safety rules and regulations, and coordinates training for current and new employees.
7. Monitors inventory control procedures and maintains a sufficient level of parts, materials and supplies in stock as required.
8. Maintains appropriate log of all divisional tools and equipment and ensures inventory and fixed-asset lists are accurate and up-to-date.
9. Will ensure all County assets are maintained in an appropriate manner and ensure all safety and/or emergency equipment is operational and functioning properly.
10. Monitors divisional performance and prepares reports as necessary to assist in budget preparation, productivity assessment and/or staffing requirements.

11. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients and customers.
12. Regular and consistent punctuality and attendance are essential functions of the job.
13. May perform other specialized assignments as occasionally required.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school or successful completion of G.E.D. or high school proficiency exam and three (3) to five (5) years journeyman experience, two of which must have been at the supervisory level.

**LICENSES:**

Valid Nevada driver's license with CDL Class "A" endorsement.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

All subordinate operations and clerical support staff. Vendors and out-source contracting performance.

**CONTACTS:**

Supervisors, co-workers, other department personnel, vendors, out-source contractors and community members.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Subject to occasional operation of heavy equipment, driving for extended periods, lifting (moderate to heavy equipment and materials), climbing, bending and stretching.

**WORKING CONDITIONS:**

Subject to construction and repair environment, including dirt, dust, fumes, smoke, loud noises and moderate temperature variation.