

## GENERAL FOREMAN

### DEFINITION

Plans, coordinates, and supervises the work of skilled journey-level workers of at least three building trades and other staff assigned to construction projects, maintenance and repair of buildings and equipment at a college, and has job site responsibility for various building trades projects.

### TYPICAL DUTIES

Plans, schedules, assigns, and supervises the work of journey-level workers of various building trades involving construction, maintenance, alteration, and repair of buildings and equipment.

Reviews staff's work in progress for adherence to job specifications, building and safety codes, and project time lines.

Confers with administrators and contractors, as the campus technical expert in various building trades, regarding planned construction and work projects in progress.

Inspects facilities for maintenance and safety problems and schedules and performs preventive and corrective maintenance work related to various building trades.

Estimates costs, manpower needed, and time necessary for completion of various building trades projects and prepares requisitions for supplies and materials.

Coordinates the work of assigned staff with other District building trades.

Prepares job specifications, sketches and progress reports on installation, maintenance, and repair work.

Interprets and explains specifications, blue prints, and work projects to assigned staff.

Ensures that staff is supplied with tools, materials, and equipment for completion of renovation and repair projects related to various building trades.

Instructs and advises staff on changes in policies, procedures, and work standards.

Directs and/or provides training to trade staff.

Oversees and inspects contract work of various building trades.

Interviews and selects new staff and evaluates the performance of assigned staff.

May perform the more complex journey-level work in one or more building trades in emergencies.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **General Foreman** plans, coordinates, and supervises the work of skilled journey-level workers of at least three building trades and other staff assigned to work projects at a college and has job site responsibility for various building trades projects.

A **Director of College Facilities** plans, coordinates, and directs the maintenance and operations activities of a college which include responsibility for the physical condition of the buildings, grounds, and equipment and participates in the design, review, and integration of construction projects.

## DISTINGUISHING CHARACTERISTICS (Cont.)

A **Lead Journeyman** acts as a lead over a small group of journey-level workers and other assigned staff and performs the more complex work of the unit at the skilled trade-level. Lead responsibilities include guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems. A small group of employees typically consists of at least three people, two of whom must be at the journey-level.

## SUPERVISION

General supervision is received from a facilities management administrator. General supervision is exercised over journey-level workers of various building trades and other employees assigned to projects.

## CLASS QUALIFICATIONS

### Knowledge of:

- Construction, maintenance, alteration, and repair of building components and structures
- Current practices, materials, hand and power tools, and equipment used in various building trades
- Methods and procedures used in planning and scheduling construction and facilities maintenance and repair projects
- Testing and inspection methods used in various building trades
- Properties, adaptability, and uses of various building materials
- Preventive maintenance methods and procedures
- Fundamentals of heating, ventilating, air conditioning, electrical, and plumbing systems
- Supplies and costs of building materials
- State and local building codes, regulations, and administrative orders and ordinances
- Safety and health regulations and practices pertinent to the construction industry
- Industrial and commercial building construction
- Record and reporting systems used in building trades
- Principles of supervision and training
- Principles of recordkeeping
- Methods and procedures used in planning and estimating job projects
- Harmful effects of hazardous or toxic materials and the protection and safeguards required when working with or controlling such materials
- Capabilities of computer applications, systems, and hardware used in the building trades

### Skill in:

- Using tools and equipment of various building trades

### Ability to:

- Plan and schedule projects for the construction, installation, maintenance, alteration, and repair of building components and structures and systems and equipment
- Supervise the work of assigned journey-level workers from various building trades

Ability to: (Cont.)

- Prepare diagrams and sketches on installation, maintenance, and repair work
- Read, interpret, and work from sketches, drawings, plans, and blueprints
- Perform skilled journey-level work in one or more building trades
- Effectively use test equipment
- Plan ahead and meet schedules
- Effectively utilize computer systems and software applicable to building trades
- Make accurate cost estimates of materials and labor
- Work effectively with staff, administrators, faculty members, students, contractors, and vendors
- Write clear and concise instructions and reports
- Safely lift and carry heavy tools and materials
- Keep accurate records
- Learn characteristics of new systems and equipment of various building trades and update skills to adapt to changing technology
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or its equivalent **AND** completion of a recognized apprentice training program of at least four years' duration in a building trade **AND** three years of full-time paid journey-level experience in one or more building trades. One year of the required experience must have been in a lead or supervisory capacity.

**OR**

- B. Graduation from high school or its equivalent **AND** seven years of full-time paid experience in one or more building trades. Three years of the required experience must have been at the journey-level including one year of experience in a lead or supervisory capacity.

Special:

- A valid Class "C" California driver's license.
- Access to an automobile.

SPECIAL NOTE:

Some positions may involve working with asbestos and/or lead and will require an incumbent to participate in an asbestos and/or lead medical screening examination in compliance with the California Code of Regulations, Title 8, Sections 1529 and 1532.1.