

Facility Foreman
\$18.79-\$23.49 per hour

Summary

The purpose of this position is to perform a variety of skilled tasks to maintain and repair the building facilities and vehicles owned by LWSRA. Also, responsible to supervise building janitorial staff and drivers.

Qualifications

1. High School Diploma or equivalent. College or trade school graduate preferred.
2. Knowledge of HVAC, Plumbing, electrical and carpentry.
3. Knowledge of OSHA
4. One year experience with persons with a wide range of abilities, and an awareness of issues arising in the transportation of people with disabilities.
5. Knowledge of vehicle maintenance, the ability to perform simple and routine maintenance of LWSRA vehicles, and the ability to identify any maintenance and safety concerns with the vehicles.
6. Knowledge and ability to keep records and building documents organized, and also have the ability to meet deadlines in a timely manner.
7. Excellent problem solving skills and good written and oral communication skills.
8. Demonstrable knowledge of budget processes, techniques and budgetary skills.
9. Driving history clear of moving violations as evidenced on an Illinois Court Purposes Driver's Abstract.
10. Passing IDOT (Illinois Department of Transportation) drug and alcohol screening.
11. To be trained on policies and procedures regarding Health Insurance Portability and Accountability Act (HIPAA).

Immediate Supervisor

Superintendent of Recreation

Duties

1. Oversee the cleaning and sanitizing of restrooms and replenishing of supplies. Oversee the cleaning of spills; cleans drinking fountains; cleans mirrors, tables, walls, fixtures, blinds, lighting fixtures, etc
2. Picks up litter from building grounds when necessary.
3. Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, electrical, mechanical and other unskilled and semi-skilled trades of work.
4. Inspect and maintain assigned custodial equipment and small tools for proper operating conditions.
5. Opens and closes, locks and unlocks, facility as needed.
6. Maintain current skills and knowledge in the proper and safe techniques of building maintenance.
7. Through a preventative maintenance program, inspect and maintain proper operations of all mechanical, electrical, HVAC, kitchen equipment and plumbing.
8. Keep up-to-date records and reports on inspections of and service to equipment; submit reports as required.

9. Perform maintenance and minor repairs to all building fixtures, equipment, furnishings and building structure.
10. Maintain and perform minor repairs to fitness equipment.
11. Make emergency repairs.
12. Perform maintenance and minor repairs to exterior electrical and irrigation systems.
13. Perform all job tasks within the rules and guidelines of the agency's safety program.
14. Construct shelving, desks, signs, etc.
15. Perform other work assignments as assigned by the Director and Superintendent.
16. Perform work in confined space following confined space procedures.
17. Prepare, or assist in preparing, transportation routes as requested.
18. Oversee compliance with recommended maintenance and safety schedules for LWSRA vehicles and maintain records of all maintenance, safety inspections and repairs of vehicles.
19. Assist in recruiting and interviewing potential drivers, and perform orientation and training of new drivers and bus aides.
20. Coordinate and perform periodic testing and evaluation of all LWSRA drivers in appropriate vehicle(s), including I.D.O.T. training every two years.
21. Assist, and work closely with, all staff to ensure the safety of transportation services.
22. Assist in the establishment and management of safety incentive programs for drivers.
23. Work closely with the Superintendent of Recreation in keeping vehicles maintained and in good repair while adhering to LWSRA budgetary constraints.
24. Assist in developing methods or materials for the evaluation of transportation services and agency meetings which address the safety performance of all drivers and bus aides.
25. Develop skills and abilities necessary to carry out assigned duties by attending PDRMA's Risk Management Institute, meetings, conferences, in-service training, workshops and other opportunities for development.
26. Assist in the development and/or keep current a vehicle replacement schedule.
27. Utilizes a time management and work assignment system that is easily followed and tracked.

Safety Responsibilities

1. Actively support the safety of LWSRA programs and events by obeying and enforcing safety rules and procedures.
2. Work closely with the Safety manager and Program Leaders in conduction routine documented safety inspections/facility inspections checklists of program sites and activities.
3. Seek out and identify safety hazards and encourage their correction and removal.
4. Provide ideas to the Safety Manager for developing ongoing safety training programs.
5. Promptly and properly report all accidents and incidents occurring within the course of employment, no matter how minor, or to ensure the timely completion of Incident Reports by Program Leaders.
6. Attend LWSRA Safety meetings, available workshops and seminars to enhance safety performance.
7. Actively support the safety program by obeying and enforcing safety rules and procedures.
8. Assist management in the enforcement of safety rules and regulations.
9. Process pertinent paperwork concerning insurance claims.
10. Seek out and identify safety hazards and develop and implement their correction and removal.

11. Promptly and properly report all accidents and incidents occurring within the course of employment.

Marginal Functions

1. Prepare, receive and understand written material, whether by mail, facsimile, or email.
2. Develop long range capital building & transportation related improvement recommendations.
3. Recommend building & transportation related equipment, supplies, and materials for purchase.
4. Develop and maintain cooperative relationships with other public agencies in regards to transportation and maintenance issues.
5. Solve problems regarding conflicting demand for building and transportation.
6. Answer phone calls and emails outside of regular business hours as needed.

Mathematical Ability

Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals. May require the ability to perform mathematical operations with fractions, ratios and proportions; calculate surface areas.

Psychological Considerations

1. Ability to work independently in day-to-day operations.
2. Ability to work in a team atmosphere.
3. Ability to utilize computer skills, including proficiencies in word processing and basic spreadsheet applications.
4. Must be able to function effectively in a fast-paced environment.
5. Must be able to deal with people under stressful and demanding situations.
6. Ability to maintain positive and effective working relationships with supervisors and other staff members.

Environmental Considerations

1. May be required to work outdoors during various weather conditions, including hot and cold temperatures.

Physical Requirements

Sitting: Minimum of 20 hours a week (desk, meetings, vehicles).

Stooping: To gather materials, repairs, etc

Lifting: As needed for maintenance, repairs, able to lift 50 lbs alone,

Carrying: As needed for maintenance, repairs and programs.

Standing: Minimum of 3-6 hours a week.

Bend, Reach, etc.: Secure a wheelchair into a tie-down in vehicle.

Transportation: Ability to get to and from work and programs

Please send resume to Heather Specht at hspecht@lwsra.org