

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING)
A NEW CLASSIFICATION OF)
MAINTENANCE FOREMAN)

RESOLUTION NO. 84-449

WHEREAS, Metro Personnel Rules, Section 26, require that any new classification added to the Classification Plan requires Council approval; and

WHEREAS, Ordinance No. 84-168 amends the FY 1983-84 Budget and Appropriations Schedule to include funding for a Maintenance Foreman; now, therefore,

BE IT RESOLVED,

1. That the Metro Council approves the addition of a Maintenance Foreman classification attached hereto as Exhibit A to the Metro Position Classification Plan.

2. That salary range for the Maintenance Foreman classification shall be 10.

ADOPTED by the Council of the Metropolitan Service District this 13th day of February, 1984.



Presiding Officer

JS/gl
0683C/373
02/14/84

EXHIBIT A

Metro
Class No.:

Established:
Revised:
EEO:

MAINTENANCE FOREMAN

MISSION STATEMENT

To supervise and coordinate building and grounds maintenance activities; to inspect and review the activities of buildings and grounds maintenance workers; do other work as required.

DISTINGUISHING CHARACTERISTICS

The maintenance foreman is a supervisory class in the Buildings and Grounds Division of Metro's Washington Park Zoo. Buildings and Grounds Division is responsible for maintenance and upkeep of facilities and grounds. The maintenance foreman is responsible for overseeing the daily activities of maintenance work crews including mechanics, gardeners, janitors, maintenance workers and electrician. This position differs from the Buildings and Grounds Manager position which establishes major work objectives and functions as the division head.

PRINCIPAL FUNCTIONS

The duties include but are not limited to:

1. SUPERVISION

- Organizes and supervises maintenance activities.
- Develops work schedules for crews and individuals.
- Instructs and trains workers in proper work habits and techniques.
- Maintains records on employees.

2. COORDINATION

- Confers with work order initiator to determine nature and scope of work.
- Adjusts work schedules to ensure timely completion of work projects and assignments.
- Coordinates activities in emergency situations to ensure that corrective action is taken.
- Prepares necessary reports and maintains records.

3. INSPECTION

- Inspects facilities and grounds to identify deficiencies and safety hazards.

- Prepares necessary reports and maintains records on inspections.
- Inspects work and progress and upon completion to ensure quality of workmanship.

4. WORKER ACTIVITIES

- Performs maintenance activities as necessary.
- Provides technical assistance as required.

REQUIRED KNOWLEDGE AND SKILLS

Thorough Knowledge Of:

Materials, methods, general tools and equipment used in maintenance operations, including gardening maintenance and electrical; occupational hazards involved and the safety precautions necessary in the area of work assignment.

Working Knowledge Of:

First Aid practices and the administration of appropriate first aid; supervisory and work planning methods.

Skill To:

Make thorough observations of work projects; document observations and interpret findings to develop problem solutions; supervise and coordinate the work of numerous maintenance workers; coordinate a variety of activities, prioritize tasks, maintain work schedules to assure the timely completion of work; train new employees, assign work, supervise and inspect the work of maintenance personnel; keep comprehensive and accurate records; react quickly to hazardous conditions; establish and maintain effective working relationships with employees; meet and deal courteously with the public.

WORKING CONDITIONS

Duties are performed in a variety of settings including exposure to environmental elements, hazardous working conditions and may include contact with dangerous animals.

RECRUITING INFORMATION

1. Sources

Other zoos and botanical gardens or units of local governments.

2. Satisfactory combination of experience and training that demonstrate possession of the required knowledge and skill levels.

STAFF REPORT

Agenda Item No. 1

Meeting Date February 13, 1984

CONSIDERATION OF RESOLUTION NO. 84-449
AUTHORIZING A NEW CLASSIFICATION OF MAINTENANCE
FOREMAN

Date: February 2, 1984

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

This item is necessitated by the current proposed amendments to the Budget/Appropriation Schedules. Ordinance No. 84-168 proposes the addition of a new position in the Zoo, Buildings and Grounds Division. While the proposed ordinance would authorize the position and expenditure, it does not establish a new classification which is also required by the Personnel Rules, Section 26. Therefore, a resolution to establish the position is proposed which would address this requirement.

EXECUTIVE OFFICER'S RECOMMENDATION

Adopt Resolution No. 84-449 establishing a new classification of Maintenance Foreman.

COMMITTEE CONSIDERATION AND RECOMMENDATION

JS/SK/gl
0694C/373
02/03/84