

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Mechanical Maintenance Foreman

CLASS CODE: 3415

GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise work crews engaged in construction, installation, maintenance and repair of mechanical equipment, buildings and building systems.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level trade classification in the Maintenance Series – General Maintenance Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for providing direct supervision of work and work crews engaged in construction, installation, maintenance and repair of mechanical equipment, buildings and building systems.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Ensures work site safety. Issues safety equipment and conducts worker safety meetings.

Maintains work records and prepares job activity reports.

Performs installation, maintenance, construction and repairs to HVAC systems and other systems to demonstrate proper work techniques or provide assistance as needed.

May maintain pumps, motors and other department systems.

Utilizes department equipment as needed.

Prepares requisitions and makes purchases as required.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train subordinates. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate and perform complex rapid adjustment on equipment, machinery and tools such as tractor, trucks, shop bench tools, hand power tools, carpenter's tools, plumber's tools, welder, cutting torch, soldering iron, saws, masonry tools, tape measure, computer terminal, calculator and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as materials slips, equipment/tool requests, work orders, leave requests, personnel policies, time sheets, performance evaluations, blueprints, diagrams, schematics, parts catalogs, safety manuals, technical operating manuals, procedures and guidelines.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; perform mathematical operations involving basic algebra and geometry.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, toxic/poisonous agents.

Physical Requirements:

Tasks involve the ability to exert regular and sustained heavy physical effort including the ability to climb, balance, stoop, kneel, crouch, crawl, and regularly lift, carry, push and pull moderately heavy objects and materials, twenty (20) to fifty (50) pounds; and occasionally involve objects and materials up to one hundred (100) pounds.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors and shapes to follow color coded pipes/wires and clearly distinguish objects, sounds to detect malfunctioning equipment, odors to detect overheating equipment and textures to distinguish finishes.

EDUCATION AND EXPERIENCE STATEMENT:

Five (5) years of full-time paid experience as a Mechanical Maintenance Worker; or two (2) years of full-time paid experience as a Stationary Engineer; or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS:

Possess and maintain a valid Missouri driver's license while employed by the City of St. Louis.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.