

Multi-Craft Foreperson(0165989)

Description

Job Purpose:

Plan and supervise activities of personnel in performing service and maintenance work within an assigned area. Work supervised involves application of multiple craft disciplines which can include electrical, mechanical, structural, utility distribution, building safety and automation systems as well as energy conservation, general maintenance and upkeep activity. Prepare work schedules, and handle daily supervision of scheduled and unscheduled work. Position is responsible for setting employee goals, assessing employee performance and providing feedback, and making pay recommendations.

Major Responsibilities:

- Receive, review, assign and track Projects/Services and Preventive Maintenance work orders; make appropriate entries in work order system.
- Monitor work/projects in progress; provide guidance and direction as required.
- Review completed jobs to ensure requirements were met; follow up as required; solicit customer feedback.
- Coordinate services with other departments as required.
- Maintain and approve time records; address and resolve personnel issues.
- Order materials and supplies; maintain adequate inventory.
- Perform other related duties as assigned.

Basic Qualifications:

- Education: High school diploma/GED or Vocational School Diploma
- Work Experience: Six to seven years job related experience
- Certifications:
- Skills: Specialized skills required for this job:
This job requires skills in supervision/management within a facilities maintenance environment. Included are skills in application of multi-craft maintenance processes and practices, effective communications, troubleshooting, and conflict resolution. Use of office and specialized computer applications is required.

Qualifications

Preferred Qualifications:

- Preferred Education: Technical Diploma, Associates Degree or two years college course work and/or Bachelor of science in Engineering disciplines
- Preferred Work Experience:
- Preferred Certifications:
- Preferred Skills: Preferred experience include lead work in a multi-craft shop or organization, three of which have been in a supervisory role.
- Specialized skills preferred: Excellent knowledge of writing repair/replacement scope and contract for a variety of systems

Additional Info:

IMPACT & INFLUENCE:

This position will interact on a consistent basis with: Operations and maintenance management, supervisors and staff, contractors, vendors and customers. This position typically will advise and counsel: Operations and maintenance management, contractors and customers. This position will supervise: assigned craft and general

maintenance personnel.

OTHER VARIABLES:

Position may require the ability to manage a state-issues purchasing card (P-Card) to procure material; reconcile and assume responsibility for all purchases made with assigned card.

Department Description The Facilities department is responsible for providing sustainable, safe, and well maintained facilities on the Georgia Tech campus.

Design & Construction provides design and construction management and contracting services for renovation and capital projects.

Environmental Health & Safety develops programs and provides oversight, consultation, training and other specialized services to assist the Institute community in meeting its public health, safety, environmental protection, and compliance responsibilities.

Operations & Maintenance provides custodial services, grounds maintenance and landscaping, painting, vehicle repair, staging, plumbing, electrical, heating and air conditioning, keys and locks, and structural repairs. The department is also responsible for electrical, chilled water, steam, and other utility distribution systems.

Job: Facilities

Primary Location Georgia-Atlanta

Organization: Facilities-Operations and Maintenance

Posting Date: Nov 21, 2011

Schedule: Full-time