Job Title: Maintenance Foreman

BCAT Code: 093X06  
Pay Grade: G13  
FLSA Status: Non-Exempt  
Effective Date: April 1, 2007  
Revision Date: July 1, 2013

General Description
Supervises a group of mechanical trades workers in the installation, alteration, maintenance and repair of campus structures and fixtures.

Examples of Duties
- Plans, organizes and schedules work assignments for subordinates; analyzes and resolves work problems; assists workers in solving work problems.
- Reviews job requests and determines work priorities; estimates time and materials for jobs to be performed; requisitions materials and supplies as needed.
- Establishes standards for safety and needed performances to ensure that the repair of campus structures and fixtures is maintained.
- Confers with management to resolve maintenance problems and recommends measures to improve campus structures and fixtures.
- Trains subordinates in safe and efficient work practices, methods, tools, and equipment usage.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of standard codes, methods, equipment materials, tools and practices of electrical systems.
- Knowledge of occupational hazards and safety precautions.
- Ability to supervise others.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Technical or vocational degree in mechanical trade and two years of supervisory experience; or high school diploma or GED and three years of supervisory experience in mechanical trade; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  
Classification Section