

Al Sigl Community of Agencies Job Description

Job Title: Facilities Foreman

Department: Facilities

FLSA Status: Hourly

EEOC Classification: Skilled Craft

Salary Range: TBD

Indicate all that apply to this position: **Full-time** **Part-time** **Relief**

Job Summary:

Work with and direct existing maintenance personal, under the supervision of the Director of Real Estate, to maintain all facilities related items on all Al Sigl Center owned and managed properties. Responsible for the prevention and on going maintenance of all mechanical aspects of Sigl Center facilities. Manage and direct staff to support the Director of Real Estate and/or to cover in the Directors absence or during PTO.

Key Relationships:

Reports To: Director of Real Estate

Relates To: Al Sigl Center and Member Agency Executive Directors and staff,
Facilities staff

Supervises: Facilities staff in the absence or direction of the Director

Primary Responsibilities:

1. Assist in the daily and established periodic service and maintenance of all elements of mechanical equipment - HVAC, fire and security, electrical and plumbing systems, motors, vehicles, etc.
2. Assist in maintaining on-going records of all inspections and services for mechanical equipment.
3. Assist in maintaining adequate inventories of electrical and mechanical supplies, parts and maintenance equipment
4. Assist in troubleshooting maintenance procedures and the development of preventive maintenance and other plans to improve equipment operating efficiency.
5. Assist in devising contingency plans in case of equipment failure or emergencies.

Other Duties and Responsibilities:

1. Assist in providing training for other Facilities Department employees in routine and preventive maintenance of mechanical equipment as well as any other training needs identified by management.
2. Respond rapidly to all telephone calls, emails, pages, etc.
3. Assist with snow management including but not limited to plowing, shoveling, salting, etc., as instructed by the Director of Real Estate.

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4. Coordinate with Building Superintendents in the planning and implementation of all special projects (remodeling, redecorating, etc.) under the direction of Management.
5. Assist in maintaining a comfort level of quality air flow all year throughout Al Sigl Center facilities.
6. Assist with providing updates, reports, etc. as required by Management.

Education and Experience:

1. High school graduate or equivalent required.
2. Journeyman status in building trades or two year technical degree preferred.
3. Five to seven years of experience in mechanical maintenance.
4. Related building mechanical system maintenance experience.

Knowledge, Skills and Abilities:

1. Significant skill in proper handling, operation and maintenance of HVAC, fire and security, electrical and plumbing systems.
2. Ability to read and follow blueprints, sketches, electrical schematics and specifications.
3. Ability to supervise staff in the absence or direction of the Director
4. Experience with snow plowing and snow removal equipment and tools a plus.
5. Highly developed work ethic and sense of urgency in achieving results.
6. Ability to establish priorities, work independently and proceed with objectives without immediate supervision.
7. Team mentality and ability to encourage and motivate people.
8. Ability and desire to function as a hands-on team player.
9. Ability to function under stress and still maintain customer focus.

Special Requirements:

Must have flexibility to respond to changes in schedule due to emergency situations, special events, or immediate needs of tenants and customers. Will frequently lift, carry, push, pull, or otherwise move objects. Will frequently bend, twist, reach, stoop and crouch in the performance of repairs. Must efficiently travel between offices, floors and buildings frequently. Must have valid New York State driver's license.

Career Planning:

This position has significant growth opportunities within the organization based upon performance.

Department Manager: _____ **Date:** _____

Revised: 5/2020