

TITLE: GENERAL FOREMAN
SECTION:
REPORTS TO: Section Supervisor or Delegate

#020A

SUMMARY

Under the general supervision of the Maintenance Supervisor or delegate, schedules work and assigns, directs and monitors personnel and equipment in the satisfactory completion of maintenance programs, renovations and construction within the assigned trades area.

DUTIES

1. Schedules work within assigned section and co-ordinates with other general foremen, District staff and, on occasion, external contractors.
 2. Determines project requirements and requisitions personnel, equipment and supplies.
 3. Assigns, directs and monitors personnel.
 4. Assists in planning, estimating, budget development, cost control, and maintenance of records, reporting as required on work in progress.
 5. Investigates and recommends action to resolve maintenance problems, proposes changes to plans and schedules, and interprets work instructions for employees as required.
 6. Ensures the quality of workmanship and safety of the work areas.
 7. May act on behalf of the Supervisor.
 8. Operates calculators and similar office equipment including the District computer system.
 9. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- Completion of Grade 12.
- Extensive knowledge and/or experience with work procedures relating to the specific field.
- Ability to supervise others.
- Demonstrated organizational skills.
- Good interpersonal and communication skills.
- Must possess and maintain a valid BC driver's license.