

## **UTILITY FOREMAN**

### **NATURE OF WORK**

This is responsible supervisory work in the Physical Services maintenance and repair programme.

Work involves responsibility to coordinate and supervise the work of utility men engaged in performing maintenance and repair work on University buildings, equipment, and facilities. Work assignments are usually received daily from a superior in the form of written or oral job orders and are reviewed in progress and upon completion for results obtained.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Assigns and coordinates work activities for utility men engaged in a variety of maintenance tasks such as replacing light bulbs, cleaning mechanical rooms, washing light shades, repairing faucets, windows, floors, doors and frames; inspects and follows through on work projects; keeps plant superintendent informed on status of work projects.

Schedules, assigns and supervises the work of utility men in moving bulk supplies, furniture, office equipment and a variety of materials in and between University buildings; setting up stages and seats for special events; and removing snow from doorways and emergency exits.

Ensures that all vehicles, equipment and tools are accounted for and in a safe condition, and that bulk storages warehouse, furniture and equipment storage spaces are in a neat and orderly condition.

Keeps work, time and materials records and makes reports; orders materials, supplies and equipment for assignments.

Participates in the official performance review of personnel assigned.

May be required to operate a motor vehicle.

Performs related work as required.

### **REQUIREMENTS OF WORK**

Considerable experience in general utility maintenance work including some supervisory experience; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Considerable knowledge of the materials, methods, tools and equipment employed in providing utility type service and utility maintenance to buildings and equipment.

Considerable knowledge of the hazards and safety precautions involved in general utility and maintenance work.

Ability and skill to assign and direct the work of a number of utility men.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain good working relations with personnel of other departments.

Physical strength sufficient to perform heavy manual tasks.

Possession of a valid Province of Newfoundland driver's license as required.

**1106**

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