

**GENERAL SERVICES FOREMAN - (S.W.G.C.)****NATURE OF WORK**

This is responsible work in supervising the maintenance, repair and security program for the Sir Wilfred Grenfell College.

The employee of this class is responsible for assigning and supervising the work of semi-skilled workers engaged in a variety of equipment, building and facilities maintenance and repair activities. Work, also, includes supervising and overseeing the work performed by security staff. Assignments are received from the General Services Supervisor in the form of written or oral job orders. Supervision received is in the form of review of completed work, discussion and observation of results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK**

Assigns and supervises the work of subordinate employees engaged in plumbing, carpentry, plastering, painting and electrical maintenance and repair activities.

Supervises the setting up of desks and furniture for exams, conferences and college functions, the maintenance of sidewalks and fire hydrants, the removal of snow, and the cleaning of catch basins and grease trays.

Supervises and oversees the work performed by security staff; prepares shift schedule for Security Guard positions; discusses related problems with General Services Supervisor.

Inspects snow clearing provided by contract to ensure that work is performed according to specifications; recommends corrective action to superior, as required.

Ensures that College vehicles receive regular servicing and that they are maintained in a safe condition at all times.

Assists skilled tradesman engaged on contract in the performance of work activities.

Maintains inventory list of supplies on hand; determines parts and items to be ordered and forwards request to immediate supervisor; picks up necessary materials from suppliers as required.

Performs related work as required.

**REQUIREMENTS OF WORK**

Considerable experience in performing varied maintenance and repair tasks 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 tools, materials, methods and practices used in general maintenance and repair work.

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

Ability to assign and supervise the work of a number of subordinate employees.

Ability to use and maintain the tools and equipment of several trades in a safe and effective manner.

Ability to understand and follow oral and written instruction.

Ability to establish and maintain effective working relationships with subordinates, administrators, faculty members and staff.

Possession of a valid Province of Newfoundland and Labrador driver's license.

**1108**

**1988.06.17**

**Confirmed: 2004.01.05**