**Maintenance Foreman**

**POSITION DESCRIPTION**

**TITLE:** Maintenance Foreman

**LOCATION:** City of Marlborough, MA

**RESIDENCY:**  Must reside within the City of Marlborough

**Exempt/Non-Exempt:** Exempt

**CATEGORY:** Hourly Full-Time 40 Hours Weekly

**BENEFITS:** Same as Provided to Full Time MCDA Employees

**WAGE RATE:** Starting at $34.71 Hourly set by MA Labor Rates

**PROBATION PERIOD:** Six Months from Date of Hire and can be Continued if Management Directs

**Position Summary:** The Maintenance Foreman is responsible for planning and scheduling daily and weekly maintenance activities within the MCDA in coordination with the Program Manager and assigns work to other Maintenance Custodians.  The Foreman also assists in developing, implementing, and monitoring preventive maintenance programs for mechanical systems, supervises the performance of emergency and routine maintenance, and enforces federal regulations governing environmental protection, hazardous waste disposal and the use of chemical substances and materials.Maintenance Foreman performs a variety of semi-skilled and unskilled maintenance/custodial tasks regarding the upkeep and maintenance of residential properties.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REPORTING RELATIONSHIP:**  Reports directly to the Executive Director, works alongside the Program Manager

**SCOPE OF WORK:** The Maintenance Foreman directs and performs skilled mechanical maintenance work in the installation, operation, repair, and maintenance of heating, ventilation, and air conditioning (HVAC), plumbing, painting, and basic electrical systems for the MCDA properties.  **T**he Maintenance Foreman will ensure that all operations comply with maintenance procedures. Duties include fixing leaks, broken locks, basic carpentry repairs, painting, moving furniture and other items, non-code electrical repair, custodial functions such as sweeping, waxing and mopping of floors, trash cleanup and maintaining bathrooms, snow plowing and the operation of machinery for maintaining the laws and grounds. Other duties include lawn and grounds maintenance and shoveling and plowing for snow removal.

**RESPONSIBILITIES:** This is not a complete list of duties that the Maintenance Foreman may have to carry out, rather a summary of expected standards which could require further attention per management:

* Direct employees and contractors engaged in performing the following repairs: structural, electrical, carpentry, HVAC, plumbing, and mechanical of the buildings
* Inspect completed work, work in progress and work plans on all assigned projects according to Federal, State and City regulations and standards, including major constructions
* Conduct inspections of all buildings under MCDA-HD management
* Project annual budget for several different properties, including capital fund improvements, modernization and major construction and remodeling projects and prepare financial reports
* Procure tools, equipment, and supplies while maintaining budgetary guidelines
* Maintain inventory control
* Direct employees to maintain vehicle fleet
* Schedule, estimate and prioritize worker/contractor hour requirements for completion of job assignments
* Adjust work procedures to meet production schedules and develop preventive maintenance schedules for assigned properties
* Update and complete work orders
* Coordinate emergency and regular repairs to buildings
* Coordinate maintenance repairs of boilers, HVAC, pumps, and structural repairs
* Confer with the Housing Director to coordinate special projects of individual properties
* Meet with the Housing Director on a weekly basis to develop plan of actions and goals
* Monitor maintenance staff work performance and annually evaluate
* Direct workers assisting other departments as requested. This could include moving furniture, passing out resident notices, loading and unloading equipment and supplies
* Recommend and provide proper training changes in working conditions and use of equipment to increase efficiency of maintenance staff
* Maintain time and monitor production reports daily to ensure employee productivity meets current work standards
* Provide reports to government agencies, departments and other organizations as required
* Ensure records are maintained and organized
* Direct workers engaged in the general external and internal cleaning and up keep of buildings, including but not limited to buffing, dusting, sweeping, mopping, vacuuming, sanitizing, power washing, etc.
* Inspect and direct workers engaged in ground maintenance activities and curb appeal
* Inspect grounds for slips, trips or fall hazards, erosion and ground shifting
* Interpret MCDA-HD policies to maintenance staff and enforce safety regulations
* Prepare appropriate reports according to specific incident/accidents
* Respond timely to emergency situations
* Analyze and resolve work problems, assist staff in solving work problems
* When needed perform activities of workers supervised
* Initiate plans to motivate the maintenance staff to achieve work goals
* Maintain fire protection systems and equipment
* Assign tasks and ensure schedules are maintained
* Take corrective action when required
* Respond timely to emergency situations and maintain fire protection systems and equipment
* Subject to being called in for emergencies and maintain an on-call schedule
* Other duties as directed by Management

**QUALIFICATIONS:** The following are the *minimum* requirements for the Maintenance Foreman:

* High School Diploma or GED equivalent
* Two (2) or more years of verifiable, progressively responsible maintenance and custodial experience in the various trades such as: carpentry; plumbing; refrigeration; appliance and/or electrical repair
* Team leadership and management
* Contract management
* Analytical and problem solving
* Decision making and negotiation
* Literacy skills including the ability to read manuals
* Effective verbal and listening communication
* Basic Knowledge of oil burners, electrical systems, plumbing, and HVAC systems
* Ability to operate saws, chainsaws and other woodworking and plumbing tools
* Ability to operate truck with snowplow
* Knowledge of Budgeting and financial administration
* Knowledge of workplace safety and safe lifting/handling procedures
* Computer skills including the ability to operate the computerized maintenance management system
* Valid Massachusetts driver’s license
* Successfully pass a drug and physical exam as well as CORI and employment background check

**PHYSICAL REQUIREMENTS:** Must possess the ability to walk and transverse apartment complexes and walk to rental units both up and down stairs and lift and/move up to 50 pounds. The employee may on occasion be required to sit stand, walk, kneel, stoop, and crouch. Specific vision requirements include close and distance vision. Position requires the ability to communicate with tenants, applicants and staff.

**WORKING CONDITIONS:** Maintenance staff will be required to work every season regardless of the weather, therefore both extreme heat and extreme cold will be a factor. Most of the maintenance work will be on the grounds requiring lifting, pulling, and managing heavy equipment and objects. At times the Foreman and staff may be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose, and skin from irritation and infection. The Maintenance Foreman must work independently.

**RESIDENCY REQUIREMENT:** The Maintenance Foreman must reside in the City of Marlborough upon first week of employment.

**WORKING HOURS:**  Normal hours of operation are Mon-Friday 8:00-4:30 PM. Maintenance Foreman will be required to be on-call on rotating weekends with other Maintenance Staff. The Maintenance Foreman will create a schedule and it will be adhered to by other Maintenance employees.