

**JOB TITLE: Facility Services Foreman**  
Public Works Department  
Facility Services Division

**GENERAL STATEMENT OF JOB**

Under general supervision, directs, coordinates and supervises buildings operations; and routine to moderately complex repair, maintenance and construction activities in the maintenance of City buildings and facilities. Reports to the Facility Services Manager (Division Manager).

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

**The duties recorded below are representative of the duties of a class and are not intended to cover all of the duties performed by incumbent(s) of any particular position.**

Supervises assigned facilities personnel. Supervisory duties include scheduling; instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; assisting in the selection of new employees; acting on employee problems; and recommending counseling and/or disciplinary action.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed. Prepares evaluations for assigned staff.

Orders and picks up supplies and equipment required for daily tasks; assures employees have required vehicle stock.

Receives, inspects and investigates complaints and related building and facilities problems or issues. Provides customers with project timelines and progress of work at their facility.

Monitors and evaluates work requests, emails, HVAC computer software and issues work orders as required.

Schedules projects with the Facility Services Manager. Ensure assigned staff adhere to schedules and following activity guidelines.

Completes required records and reports accurately and in a timely manner.

Performs all duties in compliance with established policies, procedures, schedules, and standards of safety and quality.

Initiates purchases and tracks delivery of products and services in accordance with Purchasing policies and processes.

Maintains clean and orderly office and work/storage areas.

Maintains assigned vehicles(s), tools and equipment.

Ensures adherence to the line item and activity based budget and annual plan.

Ensures safe use of tools, machinery and equipment while providing training on safety gear and best practices.

Performs computer data entry to input required information and maintain records and routinely accesses data to make data driven decisions.

Keeps supervisor informed of any problems or issues that require immediate attention.

Attends training, staff meetings and special event meetings as required.

Requires on-call rotation and special event attendance.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **Operations Foreman**

**Focus:** Operations Foreman is focused on the continuity of building operations life expectancy of the building(s).

#### **Duties:**

- Overseeing the operations of buildings to ensure that electrical and mechanical equipment, as well as heating and cooling systems, are working properly.
- Develops and implements Building Operating Plans that set forth guidelines such as operating hours, temperature set points, energy conservation measures, and emergency procedures.
- Develops weekly schedules and prioritizes work as Develops man-hour workload packages for all building operating systems, including equipment inventories, PM guidelines, and PM schedules.

- Plans and implements prescriptive preventive maintenance programs; documenting all maintenance utilizing Computerized Maintenance Management Software (CMMS) for building operations.
- Oversees the city-wide Building Automation System (BAS) to ensure consistent HVAC within owned buildings, monitors system overrides and makes sure timely adjustments/corrective actions are taken. Ensures that buildings are operated within set point parameters as established by system design and commissioning reports.
- Tracts useful life of operating equipment and participates in cyclic replacement budget planning.
- Conducts on-going inspection and evaluation of building operating systems (HVAC, electrical, plumbing). Prepares scopes of work and cost estimates for building operating equipment repairs/replacements.
- Serves as Project Manager on building operating equipment replacement contracts. Inspects work in-progress and at completion for compliance with specifications/applicable codes, and makes recommendations for payment.

### **Field Foreman**

**Focus:** Field Foreman/Coordinator is primarily focused upon supervising and managing the daily activities of personnel relating to building alterations and repair-type service calls.

#### **Duties:**

- Serves as the daily on-site customer liaison relating to alterations and repairs-type service calls.
- Ensures that all alterations and repairs-type service calls are initiated, tracked, and documented utilizing Computerized Maintenance Management Software (CMMS).
- Directs and organizes the work of a maintenance crew; ensuring that all personnel are fully mobilized in multiple buildings and productive throughout the workday, often working directly with the team in the field.
- Responsible for ensuring that all safety deficiencies are addressed following annual HR Risk Management inspections.
- Provides hands-on guidance in the field while alterations and repairs-type service calls are in progress.

- Coordinates daily tasks according to priorities and available resources, making changes when necessary.
- Conducts on-going inspection and evaluation of interior areas of buildings, including ceilings, flooring, paint, lighting, and plumbing fixtures. Prepares scopes of work and cost estimates for repairs and cyclic replacements.
- Measures service performance from on-site inspections and measuring against established benchmarks utilizing data available in CMMS.
- Serves as Project Manager on building alteration and repair projects and inspects completed work for compliance with specifications and applicable codes. Makes recommendations for payment.

### **ADDITIONAL JOB FUNCTIONS**

**While the following tasks are necessary for the work of the unit they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's degree in industrial management, facilities management or related field with three years of experience in building and facilities maintenance work; (with two years of prior supervisory experience). Special consideration will be given to applicants who have completed or enrolled in any of the following State of Florida recognized Apprenticeship Programs; HVAC, Electrical, or Plumbing and/or that hold a Florida Trades journeyman license.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

Working knowledge of MS Office (Word, Excel, and Outlook).

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida Driver's License. May be required to obtain a CDL Class "B" with Air Brake endorsement within one (1) year of hire date.

Must possess Certification in “Maintenance of Traffic” (MOT) and/or bucket truck certification within one (1) year of hire date.

### **PERFORMANCE INDICATORS**

**Knowledge of job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Facility Services Foreman. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands the principles of management and is capable of overseeing assigned subordinates. Has knowledge and advanced skill in various trades. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is skilled in applying responsible attention to detail as necessary in preparing simple records and reports.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure, sort data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Hunan Interaction:** Requires the ability to function in a supervisory capacity for a group of workers. Includes the ability to make decisions on procedural matters. Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to offer leadership, direction and assistance to fellow employees as necessary. Maintains professionalism when dealing with members of the general public, personnel of other departments, and vendors. Is able to coordinate division activities with others in order to accomplish goals and complete projects in a courteous manner and with the utmost integrity in the best interest of the city and the department.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle a variety of diagnostic equipment and maintenance equipment and tools. Has knowledge of methods, tools and materials associated with the skilled trades that maintain and repair city facilities.

**Verbal Reasoning:** Requires the ability to use a variety of reference and descriptive data and information. Has the ability to read, write, speak, and understand the English language.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; to calculate decimals and percentages; to calculate decimals and percentages; surface areas, volumes, weights and measures

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgement concerning choices of action. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job, including technical diagrams.

**Situational Reasoning:** Requires the ability to exercise the judgement, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing tasks. Has the ability to plan, organize and prioritize daily assignments and work activities for others.

### **ADA CCOMPLIANCE**

**Physical Ability:** Tasks generally involve the ability to exert moderate physical effort to perform some combinations of climbing, balancing, stooping, kneeling, crouching and crawling, and involves some lifting, carrying, pushing, and pulling of objects and materials up to 50 pounds. Tasks also include some sedentary to light work involving moving from one area of the office to another. Tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements.

**Sensory Requirements:** Some tasks require visual depth acuity, texture and auditory perception and discrimination, as well as, the ability to discern smells/odors.

**Environmental Factors:** Some tasks may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, strong odors, smoke/dust/pollen, fumes, noise extremes, vibrations, machinery hazards, traffic hazards.

**The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**

*Juzanne Bartlett*

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Director of Public works

6/16/2025

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Date