

**OCCUPATIONAL DEVELOPMENT CENTER, INC.
JOB DESCRIPTION**

Job Title: Maintenance Foreman Approved By: _____

Salary Range: Unclassified Date: _____

Supervised By: Division Manager

Supervises: None

Personnel Classification: Support Staff, Level _____

GENERAL DESCRIPTION

The Maintenance Foreman is responsible for the day-to-day duties associated with performing and directing the activities of equipment and building design, maintenance and repair. Responsible for establishing maintenance schedules, repairs and inventory of parts and tools, etc. Communicates conditions of equipment and buildings by completing appropriate maintenance records and informs the Division Manager of significant problems.

KNOWLEDGE & EXPERIENCE

Associate's degree in engineering, industrial technology, or related field. Two (2) years of proven experience may be substituted for each year of formal education. Excellent knowledge and experience in troubleshooting, adjusting or repairing existing and new equipment including electrical, pneumatic and hydraulic systems. Must have welding experience. Must be able to read and interpret machine and facility drawings, schematics and blueprints. Preventive maintenance development, scheduling and planning experience.

SKILLS & ABILITIES

Strong problem-solving and analytical skills. Must be able to function independently, exercise sound judgment and possess excellent interpersonal and organizational skills. Must have strong recordkeeping and math skills. Ability to develop, foster and work within a team environment.

OTHER QUALIFICATIONS

Valid driver's license (class A or B preferred) and an insurable driving record. Must possess or be willing to obtain Forklift Operator Certification. Depending on production needs, must possess or be willing to obtain a Medical Examiner's Certificate based on DOT requirements. Ability to meet deadlines and ever changing production demands and willingness to work irregular hours.

COMMENTS

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by; demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining consumer confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Maintain all production and facility equipment in running order to achieve minimal downtime and maximum line performance.
2. Carry out tasks involving fabrication of new or modification of existing equipment in accordance with drawings, specifications, standards and verbal instructions.
3. Develops and maintains preventive maintenance programs that are critical in ensuring the process equipment is working to maximum efficiency and safety standards, and available for meeting customer delivery expectations. Establishes regular maintenance schedules for all vehicles, equipment, etc.
4. Continuously improves the preventive maintenance program to reduce downtime and improve maintenance costs.
5. Maintains tools, parts and maintenance shop in an orderly, functional fashion with responsibility for inventorying tools and assuring their security.
6. Communicates and/or coordinates scheduled maintenance operations with supervisors to minimize production downtime.
7. In coordination with the Division Manager, oversee and direct maintenance projects with outside contractors.
8. Participate in the Safety Program by; enforcing safety rules; developing safety awareness on the floor; reporting of unsafe conditions for remedies; and, reporting all injuries in a timely matter.
9. Assist as needed with building maintenance, repair and renovations.
10. Attend in-services, workshops, appropriate staff development sessions.
11. Perform other duties as assigned and as changing conditions require, and new opportunities arise.

I have reviewed these job requirements and verify that I can perform all essential functions of this position.

Signature

____/____/_____
Date

Occupational Development Center, Inc.
Analysis of Essential Job Functions and Demands of the Position

Position: Maintenance Foreman

Rev. 11/18

Ratings used for this Analysis:	Constantly	= Two-thirds time or more	Seldom	= Less than one-third time
	Frequently	= One-third to two-thirds time	Never	= Non-existent
	Occasionally	= Up to one-third time		

The following are averages based on all ODC divisions. If changes are needed to meet the specific needs of a division, please make changes to rating and/or comments and initial.

	C	F	O	S	N	Comments
A. PHYSICAL ACTIVITY						
1. Standing	X					
2. Walking		X				
3. Sitting			X			
4. Lifting up to 10 lbs.	X					
5. Lifting up to 20 lbs.	X					
6. Lifting up to 30 lbs.	X					
7. Lifting up to 40 lbs.	X					
8. Lifting up to 50 lbs.	X					
9. Lifting over 50 lbs.			X			
10. Climbing			X			
11. Stooping		X				
12. Crouching		X				
13. Kneeling		X				
14. Crawling				X		
15. Turning/Twisting		X				
16. Bending at Waist		X				
17. Reaching		X				
18. Finger Dexterity		X				
19. Eye-Hand Coordination		X				
20. Foot-Hand-Eye Coordination		X				
21. Driving						
Car			X			
Van			X			
Bus			X			
Box Truck			X			
Forklift			X			
22. _____						
23. _____						
24. _____						
25. _____						
B. USE OF SENSES						
1. Speech						
Ordinary Conversation		X				
Telephone Conversation			X			
2. Hearing						
Ordinary Conversation		X				
Telephone Conversation			X			

Maintenance Foreman Essential Job Functions continued;

Ratings used for this Analysis:	Constantly	=	Two-thirds time or more	Seldom	=	Less than one-third time
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	C	F	O	S	N	Comments
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C. ENVIRONMENTAL CONDITIONS

1. Work Area						
Inside	X					
Outside			X			
2. Works alone		X				
3. Works with others			X			
4. Works around others	X					
5. Verbal contact w/others	X					
6. High (85+) Temperature				X		
7. Low (50-) Temperature				X		
8. Noise						
Especially High Level (+85 d)	X					
9. Unavoidable Hazards						
Mechanical	X					
Electrical	X					
Moving Objects	X					
Heights			X			
Cramped Quarters			X			
Other (specify) _____						

D. ATMOSPHERIC CONDITIONS

1. Fumes			X			
2. Odors			X			
3. Dusts		X				
4. Smoke				X		
5. Gases				X		
6. Oil/Grease		X				
7. Other (specify) _____						

E. OTHER CONSIDERATIONS

- Is this position closely, moderately, or minimally supervised? Please explain: Minimally supervised.

- Does this position have access to confidential information? Yes ___ No X If yes, please explain:

E. OTHER CONSIDERATIONS continued

3. Check any of the following factors that are important to successful performance in this position:

Math and Calculation	<u> X </u>	Writing:	
Problem Solving	<u> X </u>	Simple	<u> X </u>
Reasoning & Analyzing	<u> X </u>	Complex	<u> X </u>
Interpersonal Skills	<u> X </u>	Communication Skills	<u> X </u>
Reading & Proofreading		Dexterity (skill and ease in using hands, mental skill or quickness)	
Simple	<u> X </u>		
Complex	<u> X </u>		<u> X </u>
Other (specify)			
Blueprint Reading	<u> X </u>		
_____	<u> </u>		

Describe the requirements of this position that make these factors important: Develop jigs/fixtures for all projects, perform building and equipment maintenance to include electrical, pneumatics, and hydraulics.
Works closely with Division Manager to implement efficient manufacturing operations.

4. Are there particular working conditions associated with this position which should be noted such as working environment, hours of work, travel, work space, etc.? Yes X No If yes, please explain:
May require working in extreme conditions (outdoors) and flexible hours based on production demand or schedules.

I have read and understood the Maintenance Foreman Job Description along with the Essential Job Functions and Demands of the Position.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____