



POSTED	January 11, 2023
DEADLINE	Open until Filled
PAY RATE	\$24.94—\$37.92 hrly
CONTACT	Jackie Randle (913) 279-3431 or by email at <a href="mailto:jrandle@ckha.org">jrandle@ckha.org</a>
SUPERVISOR	Jerry Glavin, Assistant Director of Facilities Management

**Title: General Foreman**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to supervise and assist departmental personnel and train new hires. This is accomplished by reviewing and coordinating the daily work schedules, supervising personnel during their duties, assisting with any problems the personnel cannot resolve, and responding to resident inquiries and requests. Other duties include coordinating contractor meetings and conducting special projects.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	L	Supervises personnel by conducting daily personnel meetings; overseeing and inspecting work completed by personnel; conducting performance evaluations; ensuring supply and materials inventory is maintained; assigning and scheduling duties; and ensuring policies and procedures are adhered to.	60%
2	M	Assists personnel by acquiring and delivering supplies and materials to personnel at job sites; training personnel; assisting in the diagnosis of repairs and other problems; and conducting final inspections of work sites.	25%
3	S	Completes and submits paperwork by preparing punch lists; inspecting and writing transfer reports; maintaining daily work order logs; and maintaining filing system.	10%
4	S	Conducts and participates in personnel meetings by coordinating personnel meetings on an as needed basis.	5%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years up to and including five years.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver's License



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-

Sedentary	Light	Medium <b>X</b>	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	F	desk work, driving, meetings
Walking	F	around work site
Lifting	O	equipment, files
Carrying	O	equipment, supplies
Pushing/Pulling	O	equipment, hose
Reaching	R	for supplies
Handling	O	paperwork
Fine Dexterity	F	telephone pad
Kneeling	O	retrieving items from lower shelves/ground
Crouching	R	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches
Bending	O	making repairs, retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle
Climbing	F	ladders, stairs
Balancing	O	on ladders, on step stool
Vision	C	computer screen, driving, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving
Other (specified if applicable)		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computer hardware and software, printer, scanner, fax machine, telephone, calculator, Microsoft Office Suite, hand tools, power tools

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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<b>-Health and Safety Factors-</b>	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	O
Fire Hazards	R
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

<b>-Environmental Factors-</b>	
Respiratory Hazards	M
Extreme Temperatures	D
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	W

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, safety glasses, steel toe shoes, gloves, safety vest

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	O
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

_____ Signature of Employee	_____ Date
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_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
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_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date
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Comments: \_\_\_\_\_

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.