

<p style="text-align: center;"><b>Town of Exeter, New Hampshire</b> <b>Position Description – Maintenance General Foreman</b></p>
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**JOB TITLE:** Maintenance General Foreman

**Revised 7/2025**

**DEPARTMENT:** Public Works

**EMPLOYMENT STATUS:** Full-Time, Union

**EXEMPT STATUS:** Non-Exempt

**LABOR GRADE:** 8

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**JOB SUMMARY:**

Under the direction of the Maintenance Superintendent, the Maintenance General Foreman is responsible for daily operations related to the maintenance of town facilities, fleet vehicles, and equipment. This role includes supervising staff, scheduling maintenance activities, and inspecting and participating in the work of the Maintenance department.

**SUPERVISORY RESPONSIBILITY:**

Assists with the supervision of Maintenance Department Personnel. Carries out supervisory responsibilities in accordance with the Town of Exeter's policies and applicable laws.

Responsibilities include assisting with training, scheduling, and evaluating employee performance.

**ESSENTIAL FUNCTIONS\*: (The listed examples may not include all duties of the position)**

- Responsible for the enforcement of safety standards and operation protocols for all maintenance activities.
- Instruct subordinates or people in their charge in the proper procedures to accomplish work projects assigned.
- Monitor and ensure that work areas are clearly marked, safe, and compliant with all safety regulations.
- Oversee preventive and corrective maintenance for buildings, HVAC systems, and related infrastructure.
- Schedule and track vehicle maintenance, repairs, inspections, and compliance for the town's fleet.
- Coordinate the maintenance and repair of equipment used in operations and ensure readiness for seasonal needs.
- Assist in developing specifications and procurement plans for new equipment or facility upgrades.
- Respond to maintenance service requests and emergency situations including weather-related incidents.
- Maintain records of supplies, parts inventory, work orders, and maintenance logs.
- Assists with the preparation of work schedules and work assignments.
- Participates in on-call rotation

**OTHER DUTIES AND RESPONSIBILITIES:**

- Serve as acting supervisor in the absence of the Maintenance Superintendent.

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- Foster positive interdepartmental relations by responding to inquiries professionally.
- Participate in after-hours emergency response as needed.
- Perform additional duties as required by the department.
- Assist in annual budget development.

**PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of motors, pumps, electronics, and related mechanical devices. Knowledge of both diesel and gasoline powered engines. Position requires high school diploma or equivalent plus additional courses from a two-year college or technical school and three to five years of related experience, or equivalent combination of education and experience.

- Prior supervisory and mechanic shop management experience preferred.
- Must possess a valid State of New Hampshire Class B driver's license with air brake certification, New Hampshire motor vehicle certification for vehicle inspection, and New Hampshire Underground Storage Tank Class A and B Operator Certification.
- Prior experience in heavy and light mechanical repair required plus experience in welding and hydraulic repair.
- Ability to operate all departmental equipment and vehicles.
- Ability to interact respectfully and tactfully with fellow employees and the public.
- Ability to communicate clearly and concisely with others both verbally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to work with little or no supervision.
- Ability to read and understand repair manuals.
- A working knowledge of all pertinent local, state, and federal rules, regulations, and procedures.
- Completion of Primex Supervisors Academy or related education within 1 year.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Performs work in a garage setting, around fumes, chemical and toxic substances.
- Frequent and extended periods of outside work, subject to all weather conditions and extremes.
- Continuous walking, standing, climbing, and frequent periods requiring sustained, uncomfortable physical positions.
- Regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry, and position heavy objects utilizing proper body mechanics and techniques.
- Operates equipment that causes loud noise levels and high vibrations.
- Exercises caution when operating heavy equipment.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
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