



FIRE SERVICE FOREWORKER

JC: 000382

PG: 825 (FP-MAINT)

BU: 06 (SEIU)

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, plans, directs, and reviews the work of Fire Service Workers involved in a variety of inspection and services related to fire prevention and suppression equipment; provides instruction to staff about work and safety procedures; and performs related duties as assigned.

CLASS CHARACTERISTICS

This class assigns and directs the work of a shift of Fire Service maintenance employees responsible for the inspection of varied Fire Prevention Systems throughout the districts transit vehicles, fleet, and facilities; the assessment and determination of needs for certification, maintenance and repair of such equipment. Work assignments to be completed by staff are provided by a full supervisory class and the foreworker is responsible for ensuring the work is completed satisfactorily during the shift. While the foreworker is responsible for initial appraisal and documentation of performance, employee selection and major personnel decisions are the responsibility of the full supervisor class in charge.

REPORTS TO

Section Manager, Structures Maintenance

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Prepares, plans and arranges daily work schedules and paperwork for staff assigned to inspect, test, maintain and repair fire prevention and suppression systems in accordance with established maintenance schedules.
2. Assigns work to individuals and ensures that work is performed to accepted standards and within established time frames; assesses and adjusts priorities to ensure that revenue operation impacts are minimized.
3. Reviews practices and equipment deployments with staff to ensure that fire extinguishers are of the proper type for the desired application, that they are fully charged and operational, and recommends the repair of equipment by contract specialists when required.
4. Assists and instructs staff and other employees in the use of fire suppression techniques and the use of specialist breathing apparatus; also assists staff in troubleshooting and planning complex repairs and maintenance.
5. Ensures that staff maintain the proper inspection records and certifications of fire prevention and

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suppression equipment and that extinguishers are properly tagged and regularly signed off on for compliance; and creates periodic reports and reviews monthly status performance reports to ensure work schedules and regulatory compliance is maintained.

6. Keeps informed and briefs staff of changes to the methods and techniques of fire prevention, suppression and equipment; things impacting the work being performed and ancillary equipment and devices; and exposure to confined spaces, underground spaces, aerial structures and inclement weather conditions.
7. Reviews performance of maintenance staff and equipment operators, counsels employees and prepares documentation of deficiencies; resolves minor disputes and informs supervisors of disciplinary problems requiring action.
8. Interprets District policies and procedures to employees.
9. Ensures that necessary parts, tools, equipment and supplies are available; orders /requisitions stock or special parts and equipment as needed.
10. Holds regular safety meetings and discussions on shop issues; trains employees, monitors and enforces the use of protective equipment and safe work practices.
11. Requests support from other crafts and units when required; responds to requests for emergency repair and assesses such ongoing situations.
12. Maintains logs, records and prepares reports of work performed, labor hours and materials used.
13. Operates District vehicles to check on Fire Service Worker crews and inspect work being performed at worksites throughout the District.

QUALIFICATIONS

Knowledge of:

- Methods, materials, tools and equipment used in the inspection, maintenance and repair of fire prevention and suppression equipment and systems.
- Basic supervisory principles, including work assignment, instruction and review.
- Procedures for inspecting and determining the need for fire systems maintenance or repair.
- Principles and practices of safety in fire systems repair and maintenance, including working underground in tunnels or confined spaces.
- Procedures for ordering and requisitioning parts, tools and supplies.

Skill in:

- Planning, assigning, directing and reviewing the work of Fire Service Workers.
- Instructing staff on work and safety procedures.
- Analyzing fire systems repair and maintenance problems, establishing the scope of work required and recommending approach to the work.
- Preparing and maintaining accurate records, logs and reports; reading and interpreting diagrams and schematics.

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- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Exercising sound independent judgment within established guidelines.

MINIMUM QUALIFICATIONS:

Education

Possession of a high school diploma, GED, or recognized equivalent.

Experience

The equivalent of three (years) of journey level experience in performing inspections, preventative maintenance, and repair of fire prevention and suppression systems in accordance with established maintenance schedules and required regulations in an industrial or similar setting, or previous journey level experience in the installation, maintenance and repair of structures in an industrial or similar setting; which must have included a least six (6) months in a supervisory or lead capacity.

Substitution

Completion of a supervisory course at an accredited institution or its equivalent may substitute for the six (6) months lead/supervisory requirement.

Other Requirements

Must possess a valid California driver's license and have a satisfactory driving record.

Must be willing to work the off-shifts and emergency overtime if required.

WORKING CONDITIONS

Environmental Conditions

Exposure to field, site and station environments; exposure to heat, cold, moving vehicles, ancillary equipment and devices; confined spaces, underground, aerial structures and inclement weather conditions.

Physical Conditions

Requires maintaining physical condition necessary for lifting, walking long distances, standing and working in confined spaces, including under station platforms, and moving and using ladders.

BART EEO-1 Job Group: 2500 – Foreworkers/Others

Census Code: 7000 – First Line Supervisors of Mechanical/Installers

Safety Sensitive: No

CLASSIFICATION HISTORY

Created: November 2023