

Maintenance Foreman

Location: New Brunswick Parking Authority – 106 Somerset Street, 6th Floor, New Brunswick, NJ 08901

Department: Maintenance

Salary Range: \$60,000 – \$65,000 per year (based on experience)

Employment Type: Full-Time

Reports To: Facilities Manager

Job Summary

The Maintenance Foreman provides supervisory support to the Facilities Manager in overseeing parking operations, property maintenance, and meter maintenance activities. This position ensures that all NBPA owned and managed facilities are safe, clean, and fully functional by performing and supervising general maintenance and housekeeping duties.

Key Responsibilities

- Supervise daily activities of maintenance and custodial staff to ensure all tasks are completed on schedule.
- Assign, monitor, and evaluate work performed by maintenance personnel and contractors.
- Oversee preventive maintenance, repair, and cleaning of revenue control equipment, meters, and NBPA vehicles.
- Respond to and resolve maintenance emergencies promptly.
- Perform general facility maintenance, including HVAC, electrical, plumbing, and carpentry repairs.
- Maintain proper inventory of supplies and ensure compliance with safety and hazardous material standards (MSDS).
- Coordinate meter collections and maintenance schedules.
- Prepare and maintain daily logs, work orders, and vehicle inspection reports.
- Support payroll timesheet management and assist with administrative tasks for the maintenance department.
- Conduct performance evaluations and assist with employee development and training.
- Ensure compliance with NBPA policies, standard operating procedures, and union contract rules.
- Provide excellent customer service to tenants, staff, and the public.
- Represent the NBPA in a professional and courteous manner.
- Perform other related duties as assigned.

Qualifications

Education:

- High School Diploma or GED required.

Experience:

- 1–3 years of property, facility, or building maintenance experience preferred.
- Supervisory or foreman-level experience in maintenance or facilities management a plus.

Skills & Abilities:

- Knowledge of HVAC, plumbing, carpentry, electrical, and automotive maintenance.
- Understanding of occupational safety, hazardous communication, and PPE use.
- Strong leadership, organization, and communication skills.
- Ability to read work orders, technical manuals, and interpret diagrams.
- Proficient in using hand and power tools safely and effectively.
- Ability to analyze and solve problems with minimal supervision.
- Reliable, punctual, and able to work flexible hours when needed.

Licenses & Certifications:

- Valid New Jersey Driver's License required.
- Forklift Certification a plus.

Physical Requirements

- Must be able to lift and move items over 50 lbs.
- Ability to bend, kneel, stoop, and work in confined spaces.
- Must be able to work outdoors in all weather conditions.
- Exposure to dust, fumes, and noise may occur.
- May be required to work extended hours, weekends, or holidays due to emergencies or inclement weather.