

POSITION DESCRIPTION
City of Brewer

Class Title: Shop Foreman
Department: Public Works
Division: Maintenance
Date: April 7, 2015

Job Code Number:
Grade Number:
Union: Non-union
Location: Public Works Maintenance Shop

GENERAL PURPOSE

Schedules and oversees all maintenance and repairs of varying degrees on City owned vehicles and equipment.

SUPERVISION RECEIVED

Works under the supervision of the Director of Public Works.

SUPERVISION EXERCISED

Supervise Mechanics, and provide supervision to other members of the Public Work crew when assigned to assist in the maintenance shop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervise all maintenance and repairs on City owned vehicles/equipment.

Keeps Director informed of equipment status and availability.

Works directly with Purchasing Agent to acquire parts and materials need for shop and vehicle maintenance.

Provides Purchasing Agent with information necessary to cover maintenance crew when absent.

Provide guidance and training for Mechanics.

Sets duty schedule for Mechanics.

Schedules and prioritizes maintenance and repairs on all City owned vehicles/equipment.

Works with other City departments to make necessary arrangement for vehicle/equipment maintenance and repairs.

Inspects all repairs on vehicles/equipment before releasing them for operation.

Tracks inventories on shop tools, parts, oils and other materials needed for maintenance shop.

Assist the Director of Public Works with replacement schedule for vehicles/equipment.

Schedules annual inspection of lifts, jacks, and overhead hoist.

Practices and enforces proper workplace safety.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Five (5) years of supervisory experience.
- (C) Fifteen (15) years' experience as a commercial mechanic, including five (5) years of experience on heavy trucks and construction equipment.
- (D) Inspection licenses for both commercial and no-commercial vehicles.
- (E) Possession of, or ability to obtain a Class II CDL operator's license.
- (F) Welding and forging methods.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of practices and equipment of the automotive mechanic trade, particularly in the major overhaul of complex automotive and related construction and maintenance equipment.
- (B) Knowledge of the principles of the operation of gasoline and diesel engines and of the mechanical repair methods applicable to heavy trucks and construction equipment.
- (C) Skill in the use and care of hand and machine tools employed in the automotive repair and adjustment work.
- (D) Ability to perform body work on vehicles including painting.
- (E) Ability to understand and follow oral or written instructions; to communicate effectively verbally and in writing; to observe proper safety precautions; to establish effective working relationships with other employees, supervisors and the public; and to perform heavy manual tasks under varying weather conditions.
- (F) Computer Skills, including Microsoft office programs and maintenance tracking programs.

SPECIAL REQUIREMENTS

Mechanics are required to possess a commercial tool box and standard tools including but not limited to drives from ¼" to ½" and wrenches up to 1 ½" along with other standard tools required for most mechanic work.

TOOLS AND EQUIPMENT USED

Hand tools, air tools, grinders, cutting touches, various types of welding equipment, electrical testing equipment, and a variety of safety equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision,

color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, dusty conditions and vibration.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:
July 1, 1998

Revision History: May 11, 2015
Initial use of new format