

SHOP FOREMAN

JOB DESCRIPTION

Classification Responsibilities: A Shop Foreman is responsible for assessing work as it arrives at a Fleet Service Center and assigning repair and maintenance work to lower level staff, assigning new vehicle up fitting activities, and assisting a Shop Supervisor or higher-level management in the day-to-day planning and direction. Depending on assignment, an employee in this class may lead or supervise some employees on an assigned shift. The Shop Foreman inspects work in progress and upon completion to ensure that quality maintenance standards are met. Incumbents may be required to perform journey-level repair, up fitting, and bodywork on an as-needed basis. This class is also responsible for performing related duties as required.

Distinguishing Features: A Shop Foreman is expected to exercise considerable independent judgment in solving work related problems. This class is distinguished from the next higher-level class of Shop Supervisor by the latter performing more ongoing administrative and fleet management duties, having less involvement in the daily shift activities, and by responsibility for all supervisory and administrative activities on an assigned shift. The Shop Foreman is regularly responsible for assigning the work to staff and monitoring production and quality. Employees may be required to work days other than Monday through Friday and are subject to swing and graveyard shift assignments. In addition, this class may be subject to rotating shifts. General supervision is received from a Shop Supervisor or higher-level management, who reviews and evaluates work through conferences, meetings, and overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to five years of full-time, journey-level automotive and/or heavy-duty mechanic experience.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date. Employees must provide their own hand tools and rollaway box.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Either one year in a lead capacity OR six months of full-supervisory experience is preferred. Certification as a National Automotive Institute of Service Excellence (NAISE) Diesel Mechanic, Truck Mechanic, Body Technician or other related areas is desired. Automotive Service Excellence (ASE) master is preferred (by assignment).

ESSENTIAL FUNCTIONS

Communication: Communicates with supervisors, vendors, other City employees, and coworkers to establish and maintain effective working relationships. Communicates with shift personnel concerning

repair and maintenance activities. Instructs and trains employees in proper maintenance procedures, policies/procedures, and job safety. Prepares various work-related written reports and schedules. Instructs and trains employees. Reports work status and special problems to the Shop Supervisor or higher-level management. Writes comments on repair orders to exchange information and report progress during the course of repair work.

Manual/Physical: Inspects the work performed by other employees, in progress and upon completion, to ensure work meets established standards. May be required to perform journey-level repair, up fitting, and bodywork on an as-needed basis. Operates vehicles and equipment requiring a standard Arizona Driver's License to road test equipment. Uses the tools employed in all phases of the repair and maintenance of automotive and related equipment. Enters and retrieves maintenance and repair data on a Personal Computer (PC). Tracks status of vehicles and equipment waiting maintenance, up fitting, and repair. Distinguishes colors to follow color-coded wiring schematics associated with equipment maintenance. Detects gas leaks, smoke, toxic gases, backup warning devices, traffic sounds, and other potential work hazards. Prepares and updates the locations of equipment noted on daily route sheets.

Mental: Plans, organizes, assigns; may supervise some employees, and evaluates the work of employees on an assigned shift. Coordinates shift work activities with other City departments and various vendors and dealers. Diagnoses and resolves operational problems on a variety of heavy-duty equipment, and resolves other day-to-day work related problems. Comprehends, interprets, makes inferences, and applies knowledge from shop service manuals to follow recommended repair procedures, as well as repair histories in performing diagnostic and repair activities. Ensures compliance with federal and state mandates, short- and long-term objectives, preventive maintenance schedules, and emissions testing plans. Conducts research and analyzes computer-generated and vehicle discrepancy reports to assist in planning daily and weekly work activities. Performs mathematical calculations, equipment evaluations, equipment repair operational analyses, etc. Comprehends and interprets service and repair manuals, and schematic drawings to assist in diagnosing equipment repair problems. Learns job-related material in classroom and on-the-job training settings.

Knowledge/Skills/Abilities:

Knowledge of:

the methods, materials, tools, and practices of the mechanical and body shop trade;
the hazards and safety precautions of the trade;
equipment management information systems;
the up fitting service and repair of all vehicle and equipment sub-systems; and
the principles and practices of employee supervision, training, and evaluation.

Skill in:

operating a PC;
the diagnosis and repair of motor equipment; and
the use and care of tools employed in all phases of repair and maintenance.

Ability to:

effectively plan, assign, supervise, evaluate, and perform automotive and related equipment maintenance and body/up fitting activities on an assigned shift;
initiate and review work orders and determine work priorities;
report work status and special problems to the Shop Supervisor or higher-level management in a timely manner;
assume the duties of the Shop Supervisor in the Shop Supervisor's absence;
follow verbal and written instructions; and
perform the physical requirements of the class.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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