

SHOP FOREMAN

JOB DESCRIPTION

Classification Responsibilities: A Shop Foreman is responsible for assessing work as it arrives at a Fleet Service Center or Fire Maintenance 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, upfitting, and bodywork on an as-needed basis. This class is also responsible for performing related duties as required.

Commercial Motor Vehicle (CMV) Operation Assignment: Incumbents within this class, authorized by the Department Director and Human Resources to intermittently operate a City CMV, will be required to: maintain a valid Department of Transportation (DOT) Medical Examiner's Certificate; maintain a valid commercial driver's license (CDL) of the appropriate class and with the appropriate endorsements, and without an airbrake restriction; and, will be subject to all applicable Federal Motor Carrier Safety Administration (FMCSA) regulations, Arizona Revised Statutes (ARS), Arizona Administrative Code (AAC), and City Policies regarding licensure, drug and alcohol testing, and safe CMV operation.

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 work to staff and monitoring production and quality. Employees may be required to work after-hours and on days other than Monday through Friday (*all assignments*) and may be assigned to swing and graveyard shifts (*Fleet Services Maintenance assignment*). 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 non-exempt.

Fleet Services Maintenance Assignment: Shop Foremen in the Fleet Services Maintenance assignment are responsible for assessing work as it arrives at a Fleet Service for maintenance and repair of active vehicles and equipment.

Fleet Services Asset Shop assignment: Shop Foreman in the Fleet Services Asset Shop assignment are responsible for assessing work for vehicle accident evaluations, repair inspections, and equipment upfitting. To include, but not limited to, designing wiring schematics and designing upfitting layouts for non-active vehicles.

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 (5) years of full-time, journey-level automotive and/or heavy-duty mechanic experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Employees must provide their own hand tools and rollaway box. Must complete DOT Reasonable Suspicion Training for supervisors within 30 days of supervisory assignment of DOT safety sensitive employees.

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. Certain positions within this class are subject to (DOT FMCSA drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382 (*by assignment*)).

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 Class D 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, upfitting, 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.

Commercial Motor Vehicle (CMV) Operation Assignment: Operates a single motor vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more requiring a class B CDL; a combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more requiring a class A CDL; or any single vehicle or combination of vehicles used in the transportation of hazardous materials requiring a class C CDL or class A/B CDL hazardous materials endorsement. Follows FMCSA regulations, state statutes, and City policies regarding licensure, prohibited drug and alcohol use, and safe CMV operation.

Mental: Plans, organizes, and assigns work to staff; 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, and 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.

Revised 09/24

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CS4404.DOCX

EEO-SCW

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL-Y (*By Assignment*)

RESP-N

PAY GRADE: 53

IND-8380

SWORN-N

Non-DOT Random-N

DOT-Y (*By Assignment*)

INCREMENTS 81-200