

SHOP FOREMAN

POSITION SUMMARY: To supervise a variety of maintenance and repair work involving public works, motor pool, or utilities.

SUPERVISION RECEIVED: Work is performed under the direction of a maintenance, motor pool or public works supervisor, or superintendent.

SUPERVISION EXERCISED: Supervision is exercised over subordinate employees and trainees.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Coordinate and assist in the budgeting, inventory, and purchasing of supplies and equipment.
2. Plan and participate in continuing safety and training programs
3. Supervise and provide technical assistance in the maintenance of building, grounds, and equipment. Examples include custodial services, painting, plumbing and electrical repairs. Utility operations include repair of chlorinators, clarifiers, filters, pumps and motors, pipelines, etc. Motor pool includes repair of heavy equipment, trucks, automobiles, small engines, radios, etc.
4. Prepares and maintains records and reports related to scope of operation.
5. Coordinate and supervise preventative maintenance programs, repair schedules, work schedules, and assignments. Serves as a resource and actively participates in preparing bid specifications.
6. Coordinate maintenance and repair activities with other supervisors and departments.
7. Obtain and maintain licenses and certifications required by law.
8. Stay abreast of trends, new techniques and regulations in areas related to operation.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Graduation from an accredited high school supplemented by advanced education and training in one of the industrial sciences, electronics, or automotive/engine technology.
- Advanced training should include an associate's degree.
- Licensed in one of electrical, plumbing, heating or air conditioning, or automotive/vehicle repair, or four years of experience in general building construction as a contractor, skilled worker, a person responsibly in charge of construction or a combination thereof. Or, four years experience in automotive, truck, heavy equipment, or engine repair.
- Considerable knowledge of welding.
- Ability to supervise subordinate employees.
- Ability to troubleshoot and diagnose maintenance problems and failures and determine corrective action.
- Ability to carry out administrative functions such as gathering data and maintaining reports and records.
- Resourceful in making repairs in an effective and cost efficient manner.
- Ability to work effectively and tactfully with subordinate employees, other supervisory personnel and officials of the City.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.