

POSITION DESCRIPTION

Class Title: Mechanic Foreman
Department: Public Works
Effective Date: Nov 1993

Union: AFSCME #1415
Location: Warehouse

Revision History:

Review History: February 2015

Approval: _____

GENERAL PURPOSE

Under the direct supervision of the Public Works Director, plans, schedules, supervises, and performs the mechanical services, maintenance and repair to a wide variety of diesel and gasoline powered trucks and equipment. Orders and maintains an inventory of parts and supplies, fabricates parts, and prepares equipment specifications as required. Supervises the mechanic and all other works assigned to the repair shop. Uses independent judgment in daily scheduling and the handling of emergencies.

SUPERVISION RECEIVED

Works under the close supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises supervision over the Shop Mechanic and other personnel assigned to the repair shop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Diagnose and repair diesel and gasoline engines, transmissions, hydraulic cylinders, pumps, brakes, and electrical systems.

Plans, schedules, and assigns work to mechanics and other workers assigned to the shop. Coordinates, supervises, and performs the maintenance and repair diesel and gasoline trucks, and other equipment. Repairs include diagnosis, disassembly, and major or minor overhauls.

Advises and assists subordinates and inspects work to determine conformance with accepted practices and procedures. Monitors the progress of work projects.

Provides technical assistance on service and maintenance techniques.

Maintains contact with City department heads to determine maintenance repair and needs.

Prepares plans for and performs the modifications or fabrication of special equipment.

Inspects equipment and recommends whether equipment should be disposed of or repaired.

Prepares or assists with the preparation of equipment specifications for purchase and makes recommendations for equipment selection.

Orders and maintains an inventory of equipment, parts, and supplies.

Maintains work records and monitors budget.

Develops and implements improved work methods and procedures.

Oversees preventive maintenance programs for vehicles and equipment and maintains related records.

Trains crews in service procedures.

Maintains current knowledge of service requirements on all vehicles and equipment. Contact service representatives for solutions to unusual problems.

Prepares reports including estimates of future needs for planning purposes and the allocation of charges to proper accounts.

Makes certain safety precautions are taken on all jobs.

Operates equipment to test corrective measures.

Inspects defective equipment and diagnoses malfunctions using motor analyzers, pressure gauges, testing equipment, chassis charts, and factory manuals.

Performs duties within work rules and safety policies of the City.

PERIPHERAL DUTIES

May assist on the budget and special jobs as assigned by the Public Works Director.

May be assigned to operate light or heavy equipment for emergency situations or special projects.

Performs other duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent
- (B) State recognized mechanic certification
- (C) 6 years in the repair and maintenance of diesel and gasoline trucks
- (D) Specialized training and education in diesel and gasoline truck repair
- (E) Experience in directing a small work crew

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of automotive mechanics; considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.

(B) Knowledge in purchasing, scheduling, report preparation, inventory control, and shop safety practices.

(C) Skill in operation of listed tools and equipment.

(D) Ability to establish and maintain effective preventive maintenance programs, policies and procedures; ability to maintain effective accounting procedures; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to read factory manuals; ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public; ability to direct a small work crew.

SPECIAL REQUIREMENTS

Valid State Driver's License with proper CDL endorsement. State recognized mechanic certification in diesel and gasoline engines

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio; light and heavy equipment, welder, cutting torches.

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 frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, 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 frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

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.