

Title: Automotive Shop Foreman
PG: 54
Status: Civil Service
Position Reports to: Fleet Manager
Department: Public Works/Fleet Management

Class Code: 7006
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is skilled supervisory work in the maintenance and repair of automotive and related equipment. Work involves receiving vehicles for preventative maintenance and repair, preparation of new vehicles, writing work orders, dispatching work to skilled and semiskilled mechanics and effective follow through until successful completion. Work is performed with latitude for independent judgement and action and is reviewed by supervisor through conferences, reports, and inspection of repaired equipment.

ESSENTIAL FUNCTIONS:

1. Communicates effectively with drivers to obtain all required information about vehicle malfunctions to ensure vehicles are repaired correctly the first time.
2. Writes repair orders on a computer and makes assignments to mechanics, matching mechanics' abilities to repair requests. Oversees repair procedures for proper repair techniques and authorizes orders for special parts so that only needed parts are obtained.
3. A monitor work-in-process to minimize down time, finds and corrects reasons for work delays or stoppage.
4. Inspects completed work, reviews work orders with mechanics and authorizes time allowances to ensure vehicles are properly repaired and divisions are charged the correct time allowances.
5. Notifies the Fleet Manager immediately of any problem area that jeopardizes the quality or production of the repair shop.

ADDITIONAL RESPONSIBILITIES:

1. Calls back released units when ordered parts are in inventory.
2. Supervises the proper use and care of all shop equipment, tools and service manuals.
3. Obtains parts from the Parts Room in emergency situations logs parts issued.
4. Enforces good housekeeping practices and safety regulations. Notifies building maintenance as the need arises to keep the building in good repair.
5. Assumes responsibility for all work leaving Fleet Management.
6. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of repair and maintenance of automobiles, light, medium and heavy duty trucks, bucket trucks, tractors, loaders, graders, compressors and related equipment.
2. Considerable knowledge of the occupational hazards, safety and environmental regulations, related to the automotive and equipment repair trade.
3. Skilled in diagnosis of malfunctions, with the help of schematics and repair flow -charts.
4. Ability to effectively communicate with customers and mechanics in stressful circumstances.
5. Ability to supervise and discipline subordinates as needed, to ensure quality workmanship, completed in a clean, well-organized shop.
6. Ability to recognize and report poor job performance when it occurs, and assist in its correction.
7. Ability to properly evaluate subordinates during annual performance reviews.
8. Ability to accurately work within a computer software program for the purpose of writing and completing work orders and checking vehicle histories.
9. Ability to assist mechanics with complex diagnosis of malfunctions and repair of the broad range of automotive and related equipment in the City fleet.
10. Ability to recognize safety hazards and enforces all safety precautions and regulations.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing most of the time. Requires the ability to perform routine keyboard operations.

The job risks exposure to environmental hazards such as fumes, chemicals and garbage odors and debris.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Five (5) years of experience as a journey level automotive mechanic, including some supervisory experience.
3. Completion of automotive vocational classes, mechanical ASE certifications and personal computer experience are preferred.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida Class "A" Commercial driver's license with appropriate endorsements as are required by the employing department.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.