

SHOP FOREMAN

GENERAL DESCRIPTION: Performs accurate scheduling for himself and the other mechanics in shop to maximize shop efficiency. The employee in this class assists other mechanics in correct diagnoses for electrical, mechanical, hydraulic and structural repairs for, heavy equipment, stationary equipment with an engine, lawn equipment, farm equipment, cars and trucks of all sizes. The employee is responsible for the cleanness of the shop and parking lot, with the help of other mechanics on duty. This employee is under the direct supervision of the Fleet Maintenance Director.

ESSENTIAL FUNCTIONS OF THE JOB:

- Balances work load across mechanics in shop based on time, training and their abilities with the goal of accuracy, efficiency and safety in mind:
- Responsible for cleanliness and safety of the shop, wash bay, tool and parts room:
- Assists other mechanics with correct diagnosis and repair methods for difficult or dangerous tasks:
- Documents and maintains records of all repairs and maintenance of Town vehicles and equipment;
- Works with Parts Inventory Clerk to purchase and manage parts and supplies for the shop;
- Performs routine inspections, system diagnostics, troubleshooting, and testing vehicles owned by town;
- Performs major and minor repair on emergency equipment and heavy wheel equipment;
- Troubleshoots and repairs hydraulic systems such as repack cylinders, rebuild hydraulic valves and solenoids,
- Performs or assists in major repairs on diesel and gasoline engines;
- Repairs and replaces standard suspension systems.
- Mounts and balances tires;
- Performs routine and preventive maintenance on all vehicles and some small engines;
- Provides emergency road-side assistance when necessary;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Through knowledge of the maintenance and repair of a wide variety of wheeled vehicles, light trucks and passenger cars; through knowledge and skill in the use of shop tools, machinist tools and welding cutting equipment; knowledge of shop safety, precautions and field safety; knowledge of tool adaptability associated with vehicle and equipment repair. Ability to diagnose mechanical failure on various types of equipment using laptop computer and scanner; ability to keep records of repairs and service operations; ability to make and interpret reports and equipment analysis; ability to use installation prints, drawings, schematics both electrical and hydraulic; ability to follow oral and written instructions. Dexterity to operate machinery.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school or GED, vocational school preferred or extensive training in automotive technology field and extensive experience as a line or field technician; or any combination of experience and training which provide the required knowledge, skills and abilities to perform the job. NIASE certification preferred. Must possess a valid Tennessee Commercial Driver's License.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may ask to assist other employees occupying a different position. Employees in this case may be required to work overtime, weekends, holidays, and may be required to be in an on-call status. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-75 lbs.) items and occasionally very heavy items (100 lbs. or over); or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustment or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

Environmental requirements: Task may require infrequent exposure to adverse environmental conditions.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communication ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to health or safety of the employee or others in the workplace.

Classification: 8

Non-Exempt

July 24, 2024