

CITY OF MILWAUKIE

CLASSIFICATION: Shop Foreman

Department: Community Development
Location: Johnson Creek Blvd

Grade Number: 62
Union: AFSCME

FLSA: Non exempt
EEO Category: 7 – Skilled Craft

DESCRIPTION: This is a lead equipment maintenance classification within Public Works. Includes keeping maintenance records on all City equipment, repairing police and other City vehicles/equipment, fabricating, painting and some bodywork. This position is distinguished from the Mechanic classification by lead worker responsibility. Assigns and prioritizes daily work. The Shop Foreman's a working crew leader for at least two other crew members and oversees shop work. The Shop Foreman is responsible for the job management, job safety, and efficiency.

DUTIES AND RESPONSIBILITIES: *Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works with and provides lead direction to assigned Public Works personnel; plans and directs work assignments. Provides training in work and safety procedures. Assures that work is performed according to established safety practices and procedures.
2. Schedules work for police, public works and community services.
3. Schedules outside work for City and contracted equipment.
4. Lays out work for other mechanics – road tests repairs.
5. Diagnoses problem and performs repair and maintenance on equipment.
6. Repairs and maintains all police, including bodywork and some painting.
7. Provide emergency field assistance to disabled equipment as needed and appropriate.
8. Orders parts for vehicles and equipment from vendors. Keeps inventory in stock.
9. Assists in preparing bids.
10. Assist with preparation of selling surplus vehicles.
11. May serve as a member of various employee committees.

JOB SPECIFICATIONS: Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.

1. **Job Preparation**
 - a. **Education**
 - i) Requires a high school diploma or GED supplemented with an apprenticeship of 4 years in car and truck repair and maintenance; including 2 years journey level work in fleet maintenance; or
 - ii) Any equivalent combination of education and experience.
2. **Prior Work Experience**
 - i) Must have at least 6 years prior work experience directly involving vehicle engine overhaul, brake jobs, differential overhaul, front end work, transmission overhaul, small engine repair and tune-ups, electrical repair, welding, fabrication, scope usage, diagnosis, use of gas electric welder and tire machine, alignments, some diesel repair, split rim breakdown and tire repair; or
 - ii) Any equivalent combination of education and experience that illustrates the knowledge, skill and ability to perform the essential duties and responsibilities of this classification.

3. **Necessary Knowledge, Skills and Abilities**

- i) Considerable knowledge of the practices, methods, materials and tools used in modern vehicle and equipment maintenance;
- ii) Skill in operating the tools and equipment listed;
- iii) Ability to establish and maintain effective preventative maintenance programs, policies and procedures; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, vendors, contractors and the public.

4. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver' License, maintain a valid license with proper endorsements and meet City driving standards;
- b) Must be licensed or able to obtain license by the State to do DEQ inspections within 6 months of hire;
- c) Ability to meet security clearance requirements.
- d) Must possess CDL endorsement at a Class A level and a Tanker endorsement or be able to obtain one within the first six (6) months of employment.
- e) Automotive Service Excellence (ASE) certification in two areas (areas approved by supervisor) or must obtain within two (2) years of employment.

5. **Tools and Equipment Used:**

- a) Motorized vehicles for driving and evaluation purposes, mechanic's tools including jacks, hydraulic lifts, air tools and other tools required for minor repairs and routine maintenance of motorized vehicles; janitorial tools including vacuums, mops, brooms; personal computer, including work processing software; calculator; copy and fax machine; phone; mobile or portable radio.

6. **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successful perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work can be moderately hazardous and dirty.
- b) While performing the job duties, the employee is frequently required to walk, sit and talk or hear. Is frequently required to use hands to 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.
- c) The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

7. **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.

- a) While performing the duties of this job, the employee occasionally works near moving mechanical parts or outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- b) Work is performed in the shop, or in any one of a number of locations doing repairs. The noise level in the work environment is usually moderate.

8. **Supervision:**

- a) This classification is a lead worker and provides training, work assignment and direction to assigned mechanics.

9. **Communication:**
 - a) Work involves frequent communication with other departments within the City and frequent contact with vendors and others outside the City. Communications are moderately complex.
10. **Cognitive Functions:**
 - a) Work is frequently monitored. Policies and procedures are well defined but there is some latitude. Problems encountered can run the gamut from routine to moderately difficult and complex, with or without precedent for solution.
11. **Resource Accountability:**
 - a) This position has considerable impact on vehicles and equipment and the modest supplies and materials inventory; also impacts purchasing contracts.

The job classification 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.

Adopted: June 20, 2008

Updated / Reactivated: February 9, 2010

Revised December 1, 2011