

# TALLADEGA COUNTY COMMISSION

**POSITION:** Shop Foreman  
**DEPARTMENT:** Highway  
**GRADE:** P \$22.34/hr  
**FLSA:** Non-exempt



## **OVERVIEW:**

This position is responsible for directing all activities related to repairs, maintenance, and asset management for County vehicles, as well as construction and highway maintenance equipment. Under the direction of the County Engineer, this position has considerable latitude to exercise independent judgement and initiative.

## **ESSENTIAL FUNCTIONS:**

- Oversees, plans, directs and organizes work related to maintenance, repairs, and asset management for County vehicles and construction equipment.
- Plan/schedule work in a way to safely maximize productivity with minimum loss of time due to mobilization
- Direct/supervise employees in daily operations for maximum productivity and consistent punctuality to the job site
- Communicates regularly with Assistant County Engineer and County Engineer making them fully aware of work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Training mechanics on equipment, task procedures, work standards and proper safety procedures
- Organizes and maintains vehicle, equipment, and parts inventory on computer information management system
- Evaluates equipment performance, costs, salvage values, etc., in order to replace equipment with a minimum cost to the county
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Oversees complete repair and maintenance of county vehicles
- Oversees and documents identified problems and diagnoses basic mechanical problems
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required
- Sends proper personnel to perform service calls for stalled vehicles as needed
- Requisitions equipment and supplies for use in maintenance and repair of county vehicles
- Maintains parts and equipment inventory
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar position
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing same
- Other duties and responsibilities as may be assigned

### **MINIMUM QUALIFICATIONS:**

- Graduation from High School or possession of a GED, supplemented by training in automotive/heavy truck repair
- Considerable experience in vehicle and equipment maintenance and repair or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Supervisory experience in a maintenance shop setting
- Class "A" CDL issued by the State of Alabama, preferred but not required or willingness to get Class "A" license within six months of hire date, preferred, but not required

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles and heavy equipment
- Knowledge of principles, practices and operations of internal combustion engines, both gasoline and diesel
- Knowledge of electronics and computer systems in automotive vehicles and equipment
- Knowledge of principles and practices of automotive hydraulics and hydraulic systems repair
- Skill in servicing and repair of air brakes and systems
- Knowledge of power steering and automotive air conditioning controls and systems
- Skill in both manual and automatic transmission operations and repair
- Skill in differential assembly repair and maintenance
- Skill in repair methods of suspension systems
- Knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations
- Skill in gas and arc welding
- Knowledge of safety practices for equipment, hand and power tools
- Skill in use and maintenance of tools employed in all phases of vehicle and heavy equipment maintenance and repair
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repair needed
- Ability to read and follow wiring and related diagrams
- Ability to supervise, train, evaluate, discipline and coordinate the work of others
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Prepare and present accurate and reliable reports containing findings and recommendations
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology

### **SUPERVISORY CONTROLS:**

- This position supervises the Chief and skilled mechanics.
- This position receives supervision from County Engineer or Assistant County Operations Engineer.

**WORK ENVIRONMENT:**

- Work is performed in a shop environment, but may also be performed in all weather conditions outdoors
- Potential hazards include working near or with heavy tools, moving machinery, chemical substances, fumes, dust, dirt, and loud noises.
- Good safety practices in all conditions are mandatory. The nature of the work also means that mechanics will be handling greasy and dirty parts.

**REQUIRED PHYSICAL ABILITIES:**

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively
- Sufficient vision, hearing, and other powers of observation, with or without reasonable accommodation, which permits the employee to observe work environment and exercise sound judgement in applying appropriate safety measures.
- Occasional lifting and carrying of 10-100 may be necessary when performing repairs to equipment both in the shop, yard, and in the field.
- May be required to enter tight spaces or other areas by the use of ladders or other access devices
- Physical activity including long periods of standing, squatting, kneeling, reaching or similar activities may be necessary
- Travel may be required to the field to conduct repair work
- Sufficient vision or other powers of observation which permits the employee to monitor work in progress
- Sufficient manual dexterity which permits the employee to operate hand and power tools
- Sufficient personal mobility and physical reflexes which permits the employee to have access to various work areas, including confined spaces

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the job description for **Shop Foreman**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I also understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_