

FAIRFIELD COUNTY**JOB TITLE: SHOP FOREMAN
TRANSIT SYSTEM****GENERAL STATEMENT OF JOB**

Under limited supervision, is responsible for planning, directing, coordinating, and supervising the efficient operation of the County's maintenance shop to ensure that all County-owned vehicles and equipment are in good operational condition. Performs a variety of related administrative duties such as maintaining adequate parts inventory, securing quotes for ordering parts, preparing and maintaining records and reports, etc. Reports to the Transit System Director.

SPECIFIC DUTIES AND RESPONSIBILITIES**ESSENTIAL JOB FUNCTIONS**

Plans, directs, coordinates and evaluates the operation of the maintenance shop to ensure that Fairfield County's vehicles and equipment are in good, operational condition.

Directs, oversees, and participates in the repair of vehicles and equipment both in the shop and on the road to include motor graders, bulldozers, loaders, chain saws, lawn mowers, welders, dump trucks, buses, ambulances, fire trucks, vans, and cars.

Directs, oversees, and participates in the servicing and preventive maintenance work done on vehicles and equipment.

Performs such supervisory duties as instructing; planning, assigning, and reviewing work of others; maintaining standards; coordinating activities; allocating personnel; and acting on employee problems.

Is responsible for managing the vehicle maintenance and repairs of all county vehicles and equipment, ensuring that such are in safe operational condition.

Is responsible for the enforcement of safety regulations, procedures, and practices within the maintenance shop.

Maintains an adequate inventory of supplies and parts; secures quotes and orders items as needed.

Maintains vehicle records and information pertaining to equipment and vehicles. Prepares various repair reports as required.

Operates and/or utilizes a variety of types of diagnostic, repair, and preventive maintenance equipment including hand grinder, welding machine, cutting torches, steam cleaner, mechanic's tools, air tools, radiator tester, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with extensive training in repairing and maintaining diesel and gasoline engines, and three to five years of experience as a mechanic, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. A technical or vocational diploma in diesel and gasoline engine repair is preferred. Must possess a state vehicle inspection license, an ASE certification (s), and a SC commercial driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate motor vehicles as well as a variety of types of automotive tools and equipment including brake lathe, engine analyzers, testers, etc. and various office equipment such as computer and adding machine. Must be physically able to exert up to forty pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move

objects. Physical demands are in excess of sedentary work. Must be able to lift and/or carry weights of approximately seventy-five pounds. Requires the ability to climb, balance, stoop, kneel, reach, crouch, crawl, walk, and stand for brief or prolonged periods of time.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments/instructions to assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read manuals, books, etc. such as repair manuals, instruction manuals for utilizing diagnostic equipment, etc. Has the ability to prepare a variety of documents and reports including vehicle evaluations, repair reports, and parts inventory reports, etc. using the proper format, punctuation, and spelling and grammar. Requires the ability to communicate and interact with supervisor, subordinates, other County employees, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Requires the ability to apply principles of rational systems such as automotive mechanics,

electrical systems, and personnel, etc. in order to solve problems and deal with a variety of concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine decimals and percentages, and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using various types of equipment. Requires the ability to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have high levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Possesses comprehensive knowledge of automotive and diesel mechanic and repair methods. Has thorough knowledge of automotive parts and equipment. Is able to plan, schedule, assign and supervise the work of auto and diesel mechanics. Has knowledge of the principles and terminology of automotive and diesel repair and maintenance. Has thorough knowledge of work flow and scheduling in a preventive maintenance program. Is able to keep records, files and related documents necessary to the operation of a major repair and maintenance unit. Has considerable knowledge of the general policies, rules, and procedures established by the County and other regulatory agencies to govern the department. Is able to maintain control of assigned activities through effective supervision of subordinates and the application of good human relations techniques. Is able to analyze problems that arise in the areas under supervision and recommend solutions. Has the knowledge and ability to ensure that repair and maintenance duties are performed by shop staff accurately, safely, and in a timely manner. Is able to use judgment and discretion in managing assigned activities. Is able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Is able to comprehend, interpret and apply regulations, procedures, and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other County divisions/departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Has the verbal ability to prepare effective and accurate required reports, and the mathematical ability to handle required calculations accurately and quickly. Has good technical, supervisory and human relations skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a

clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.