Fleet Shop Foreman

Department: Engineering
Pay Grade: 110
FLSA Status: Non-exempt

JOB SUMMARY
Responsible for assisting in the supervision of daily shop operations and participating in the maintenance and repair of City owned vehicles and equipment. The employee is under the general supervision of the Fleet Supervisor.

ESSENTIAL JOB FUNCTIONS
- Helps supervise and participates in the daily maintenance and repair of a large number of City owned cars, trucks, heavy equipment, small engine equipment, mowers, etc.
- Provides technical assistance in work problems encountered at the shop.
- Establishes and maintains vehicle and equipment operating and maintenance records, and evaluates information for purpose of vehicle disposal and replacement.
- Inspects, repairs, and maintains equipment and vehicles.
- Helps determine inventory, levels, parts, and supplies; orders parts and supplies.
- Maintains and prepares reports.
- Trains, supervises, and evaluates subordinates.
- Performs other job duties as assigned.

QUALIFICATIONS
Education and Experience:
High School diploma or an acceptable equivalency diploma (GED); and seven (7) years of experience in a large scale program of automotive equipment or golf club equipment maintenance and repair with some supervisory experience.

Special Qualifications:
- Possession of a valid State of Florida Driver’s License.
- Class “A” CDL, preferred.
- Possession of A/C Certification.
Knowledge, Skills and Abilities:

- Knowledge of the modern methods of maintaining and repairing automotive, road construction, specialized heavy, and grounds equipment.
- Knowledge of the operating principles and maintenance of gasoline and diesel powered engines.
- Knowledge of the mechanics, uses, limitation, and maintenance of Public Services and municipal vehicular equipment and golf club maintenance equipment.
- Ability to plan, assign, inspect, evaluate, and supervise the work of skilled and semi-skilled employees engaging in servicing, repairing and maintaining automotive and golf club equipment.
- Ability to maintain records and inventories.
- Ability to establish and maintain vehicle and equipment operating and maintenance records and to analyze this information for the purpose of recommending equipment disposal and replacement.
- Ability to develop procedures for the most economical operation of repair work and for the most efficient and economical operation and use of equipment.
- Ability to establish and maintain effective working relationships with superiors and other employees.
- Ability to use and maintain tools and equipment to perform repairs.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
• Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
• Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
• Reaching: Extending hand(s) and arm(s) in any direction.
• Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
• Standing: Particularly for sustained periods of time.
• Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Talking 2: Shouting in order to be heard above ambient noise level.
• Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
• Visual Acuity 2: Including color, depth perception, and field vision.
• Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
• Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
• Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORK ENVIRONMENT**

Work is performed both inside and outside in various weather conditions; with exposure to noise, dust, fumes, grease/oils, electrical energy; on slippery surfaces; with moving objects or vehicles.