

Uintah County

Job Description



Title:	Road Shop Foreman	Code:	113
Division:	Operations	Effective Date:	3/07
Department:	Road Department	Last Revised:	9/11
FLSA Cat:	Exempt	Pay Grade:	29

GENERAL PURPOSE

Performs a variety of supervisory and technical duties related to planning, organizing, and coordinating the daily operations of the county shop and assuring quality fleet maintenance. May perform duties as a master mechanic.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Road Department Manager.

SUPERVISION EXERCISED

Provides general supervision to all Road Shop personnel.

ESSENTIAL FUNCTIONS

Manages the on-going day-to-day operations of the county shop.

Monitors fleet preventive maintenance program and schedules;

Maintains various maintenance records, monitors use of parts and assures proper availability of inventory;

Oversees shop safety practices and assures compliance with safety guidelines by shop personnel, department employees and general patrons of the shop facilities;

Oversees property damage reporting and claims processing for road department and all county vehicles;

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Graduation from high school PLUS completion of two (2) years of specialized course work providing technical training in automotive and/or heavy equipment maintenance and repair and computerized diagnostics;

AND

B. Six (6) years of experience in major repair of a variety of gas and diesel powered vehicles
OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of the design, adjustment, operations, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; the material and tools used in equipment maintenance; anti-lock braking systems; road emergency service equipment and methods; welding methods and processes; computer diagnostic processes and procedures; safety practices required by state and other laws.

Journey Level Skills in the use of mechanical tools, material, and testing equipment (manual, technical and computerized); skill in welding.

Ability to direct the work of others and provide on-the-job training; read and interpret complex service manuals and instructions; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the department.

Some knowledge of budget development & fiscal control methods & formal record keeping & bookkeeping;

Ability to

3. Special Qualifications:

Must be flagger certified or be able to attain certification when required.
Must be able to comply with applicable county and departmental policies and safety standards.
Must possess a class "A" commercial driver's license.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Communicating, hearing and seeing required for completion of essential functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Occasional travel in automobile or equipment required in job performance. Some daily aspects of the job pose threats or hazards capable of producing severe physical injury.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)