

FLEET MAINTENANCE FOREMAN

DEFINITION OF WORK

Work in this class involves the supervision of fleet maintenance technicians in the repair and maintenance of automotive equipment in the County's Central Maintenance Facility, as well as the personal performance of a variety of automotive repair and maintenance tasks. An employee in this class is responsible for determining the type and extent of repair work to be done and for returning the automotive equipment to duty as soon as possible. Work is performed with considerable technical independence in accordance with established trade practices and departmental maintenance policies. The work of a fleet maintenance foreman is evaluated primarily through effectiveness in quickly returning vehicles to operating condition and in the continued effective operation of serviced or repaired vehicles. Work is also subject to review through occasional inspections of repaired vehicles and an itemized report submitted to a superior indicating labor and material cost of repair work performed.

EXAMPLES OF WORK

Employees monitor the progress of work assigned to fleet maintenance technicians and ensure adherence to established policies, procedures and standards; assist and advise subordinates, as necessary, resolve problems as non-routine situations arise; and ensure subordinates receive training appropriate for assigned duties. Employees plan and prioritize maintenance of vehicles; assign fleet maintenance technicians to repairs; prepare repair orders for all County assigned vehicles; manage and supervise repair shop activities; review work orders and ensure completion; enter data into computer; conduct random parts inventories; coordinate with the Fleet Maintenance Superintendent the needs for parts, tools and supplies for departmental use; conduct quality control inspections; enforce all safety and OSHA rules and regulations; serve as department safety coordinator; diagnose and troubleshoot malfunctions in automotive equipment; and/or assume responsibility for more complex repair projects. Employees may be required to perform work associated with the fleet maintenance technician classification; however, the majority of time is devoted to the more complex maintenance and repair work and supervisory responsibilities. Employees make service and wrecker calls for disabled County and sheriff's impounded vehicles; provide recovery operations for the County's fleet; and serve as on call employee for wrecker operations as scheduled.

EMPLOYMENT STANDARDS

Education and Experience:

High school or General Educational Development diploma and five years of experience in general automotive/related repair or service work, including lead/supervisory experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of the standard practices, tools, materials and equipment used in the repair and maintenance of a variety of gasoline and diesel powered vehicles; and of the operating principles of gasoline and diesel engines, and of the standard mechanical components of automotive and related equipment. Considerable knowledge of the occupational hazards and safety precautions of equipment repair work and shop operations; and of the principles and practices of organizing and supervising the flow of vehicle maintenance. General knowledge of the principles of organization, administration and supervision. Skill in use and care for tools, equipment, and materials used in the maintenance and repair of automotive and related equipment. Ability to exercise analytical judgment in detecting malfunctions in mechanical equipment; understand and follow oral and written instructions; assign, direct and

supervise a staff of semi-skilled to skilled mechanics; perform the manual labor associated with mechanical repair work; and establish and maintain effective working relationships as necessitated by work assignments.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Must have and maintain a valid North Carolina Class A driver's license with Hazmat endorsement with an acceptable driving record. Possession of Automotive Service Excellent (ASE) certification. Licensed as a vehicle inspector by the State Division of Motor Vehicles. Must be certified in CFC recovery. Must supply and maintain a general mechanics tool set at the work site. Requires drug-screening test and receipt of negative results for the use of drugs specified in the County policy.

ADA REQUIREMENTS

Employees are subject to hazards while working inside the shop, in confined spaces, while exposed to heavy machinery and during times working in an outside environment. Work requires the ability to perform simple to complex movements requiring moderate coordination, such as use of switches, levers, handles, power and hand tools, etc. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communication ability. Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, or wetness. Work may subject employee to compliance with final OSHA standards on bloodborne pathogens.

PHYSICAL REQUIREMENTS

Some duties require the ability to exert heavy physical effort in heavy work, sometimes within very confined spaces. Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions. This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, and operation of motor vehicles or equipment; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils, various chemicals used in normal shop operations; and use of safety equipment, goggles, shoes, etc. Must possess the visual acuity to perform repair work and to operate vehicles and equipment. Employees may be possibly exposed to blood while inside Sheriff's vehicles where prisoners with blood borne pathogens may be transported; mental health and landscaping vehicles that may have chemicals and/or blood; and impounded vehicles with unknown histories.