

EQUIPMENT MAINTENANCE FOREMAN

DESCRIPTION OF WORK:

Under supervision of Director of Public Works, performs skilled work in the repair and maintenance of automotive, light and heavy duty equipment, and power tools; leads other mechanics/assistants.

DUTIES:

Essential Duties Are: Overhauls, repairs, and maintains cars, trucks, tractors, motor graders, loaders, trash packers, and all other City-owned equipment, including but not limited to the following components: differentials, clutches, drive trains, brakes, suspension systems, fuel systems, chassis, cooling systems, hydraulic systems, instruments and electrical systems, and accessory power equipment; overhauls and rebuilds gas and diesel engines, carburetors, ignition systems, and transmissions; performs emergency road service and general tune-ups using diagnostic equipment; services vehicles and equipment with special emphasis placed on preventative maintenance and repair needs; services and repairs mowers, chain saws, playground equipment, and other small equipment; welds, cuts, and manufactures needed items; completes and records shop repair ticket information; maintains stock of frequently-used parts and completes monthly stock order; maintains repair and vehicle information on computer system; installs radios and equipment in Police and other City vehicles.

Other Duties Include: Operates snow plows, trucks, tractors, and other equipment in emergency or repair situations; performs other duties as assigned.

QUALIFICATIONS:

Knowledge of modern testing equipment, methods of diagnosis of malfunctions, repair and preventative maintenance principles; ability to carry out assigned repair and maintenance projects properly and efficiently; ability to maintain adequate records of repair and maintenance work completed; ability to accurately diagnose mechanical defects and determine parts and adjustments necessary to put equipment into proper operating condition; ability to interpret current repair bulletins on equipment units; ability to perform heavy physical work, lift and carry 100 pounds, and occasionally lift more than 100 pounds; ability to stand, walk, climb on equipment, bend, twist, kneel, and perform other similar body movements; hand/eye coordination adequate to operate equipment and shop tools; ability to speak and hear in person and by two-way radio and telephone; ability to hear equipment as a means of diagnosing malfunctions; ability to see and read adequately for repairing and reading manuals; ability to establish and maintain effective working relationships with the public and other departments.

EXPERIENCE AND TRAINING:

Any combination of experience and training equivalent to graduation from high school or GED; supplemented by course work or vocational training in auto and equipment mechanics, and completion of an approved apprenticeship program or three years of actual mechanical experience as a mechanic including welding; computer experience helpful.

Revised September, 2000