



City of Irving Job Description

Fleet Services Foreman

FLSA Status:	EXEMPT	Job Department:	Fleet Division
Job Code:	21051	Reports To (Job Title):	Fleet Maintenance Manager

PURPOSE

This position plans, organizes, supervises, and evaluates all vehicle and equipment repair and maintenance tasks performed by personnel working on an assigned shift. The responsibilities of this class involve establishing priorities, controlling workflow and quality, and evaluating personnel and equipment performance. A Fleet Services Foreman may also be responsible for planning, directing, and evaluating work in the City's preventive maintenance program, emission testing, oil analysis, annual inspections, and other specialized programs, as well as conducting safety meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Evaluate and train employees on City and shop policies and procedures.
- Maintain an effective repair program to reduce vehicle downtime.
- Ensure that emergency vehicles are road-ready at all times.
- Establish and monitor employee work schedules.
- Counsel and evaluate employees.
- Supervise the vehicle inspections to ensure compliance with laws and regulations.
- Input vehicle maintenance data into Fleet Maintenance Management database.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Supervise the cleaning and maintenance of work areas.
- Assist with setting and enforcing performance standards.
- Communicate with subordinate-level employees, management, coworkers, vendors, contractors, and other personnel to establish and maintain effective working relationships.
- Instruct and train employees and explains tasks clearly in assisting them in solving and diagnosing difficult repair problems.
- Conduct regular safety meetings.
- Prepare written documents such as performance evaluations, equipment evaluations, various reports, mandatory records of equipment service and repairs, etc.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 18 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade *plus* some vocational or technical training

EXPERIENCE

- Minimum of four (4) years of experience in automotive repair including one (1) year of experience in a supervisory position.

CERTIFICATES, LICENSES, REGISTRATIONS

- ASE certification in both heavy and light vehicles. A1 – A8 & T1 – T8 (Double Master).
- EVT certification.
- Class B CDL (commercial driver license).
- Fork Lift Operators Safety Permit.
- EPA/IMACA Refrigerant License.
- State Motor Vehicle Safety and Emissions Inspector License.

KNOWLEDGE OF

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

SKILLS AND ABILITIES IN

- Accuracy: Paying Attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Planning: Sensing the environment and setting goals and objectives.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Service Orientation: Actively looking for ways to help people.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

Accepted Methods and Procedures

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

CONTACTS

This position is required to interact on a daily basis with both internal customers and external vendors.

EQUIPMENT AND PROPERTY

This position should have complete and thorough knowledge of all tools and equipment needed to properly repair and maintain both heavy and light equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, see, talk, and/or walk. Frequently, s/he is required to drive a vehicle, sit, and/or stand. Occasionally, s/he is required to balance and/or carry. Rarely, s/he is required to climb, crawl, and/or lift more than 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to a confining workspace, dirty environment, extreme temperatures or weather conditions, air contamination, high and precarious work places, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.