



Job Description

Fleet Shop Foreman

Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum of seven (7) years of experience in a large-scale program of automotive equipment or golf club equipment maintenance and repair with some supervisory experience.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Public Works.

Direct Supervisor: Fleet Supervisor.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Work is performed both inside and outside.

Certification: Valid State of Florida driver's license. Class B CDL required within six (6) months, A/C Certification, and ASE Certification in Heavy Trucks.

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.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Help supervise and participate in the daily maintenance and repair of a large number of City owned cars, trucks, heavy equipment, small engine equipment, mowers, etc.
- Provide technical assistance in work problems encountered at the shop.
- Establish and maintain vehicle and equipment operating and maintenance records.
- Make recommendations for replacement items.
- Inspect, repair, and maintain equipment and vehicles.
- Help determine inventory, levels, parts, and supplies; order parts and supplies.
- Maintain and prepare reports.
- Train, supervise, and evaluate subordinates.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Modern methods of maintaining and repairing automotive, road construction, specialized heavy, and grounds equipment.
- Operating principles and maintenance of gasoline and diesel-powered engines.
- Mechanics, uses, limitation, and maintenance of Public Services and municipal vehicular equipment and golf club maintenance equipment.
- City's functions, policies, and procedures.



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Skills

- Strong written and oral communications and relational skills.
- Strong mechanical aptitude.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Plan, assign, inspect, evaluate, and supervise the work of others.
- Maintain records and inventories.
- Establish and maintain vehicle and equipment operating and maintenance records.
- Develop procedures for the most economical operation of repair work and use of equipment.
- Establish and maintain effective working relationships with superiors and other employees.
- Use and maintain tools and equipment to perform repairs.
- Works in various weather conditions with exposure to noise, dust, fumes, grease/oils, electrical energy; on slippery surfaces; with moving objects or vehicles.

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. 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.



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- 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.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date