



AUTOMOTIVE AND EQUIPMENT FOREWORKER

FC: MA200
PG: FP-MAINT
FLSA: Non-Exempt

PC: 825
BU: 06 (SEIU)
Revised: December 22, 2005

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, plans, directs and reviews the work of a shift of Automotive and Equipment Mechanics engaged in the service, repair, maintenance and outfitting of District automotive and maintenance vehicles and equipment, including high-rail equipped and non-revenue vehicles; provides for the instruction of staff in work and safety procedures; and performs related duties as assigned.

CLASS CHARACTERISTICS

This class assigns and directs the work of a shift of maintenance employees in a specified functional area. Work assignments to be completed are provided by a full supervisory class and the foreworker is responsible for ensuring that the work is completed satisfactorily during the shift. While the foreworker is responsible for initial appraisal and documentation of performance, employee selection and major personnel decisions are left to the full supervisor in charge.

REPORTS TO

This position reports to the Manager of Automotive and Equipment Maintenance.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Plans daily work schedules in accordance with assigned work list.
2. Using a computerized maintenance tracking system, assigns work, including preventative maintenance, to individuals and crews and ensures that the work is done to accepted standards and within an established time frame. On occasion work is done in a field environment.
3. Assesses and adjusts priorities to ensure that maintenance equipment does not impact revenue operations, which includes the use of computerized diagnostic equipment.
4. Assists/instructs employees in trouble shooting and planning complex repairs and maintenance.
5. Assesses scope of unscheduled repair requests and assigns work or determines if the work should be completed by other shifts.
6. Recommends contracting work out.

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7. Reviews performance of mechanics; counsels employees and prepares documentation of deficiencies; resolves minor disputes and informs supervisors of disciplinary problems requiring action.
8. Interprets District policies and procedures to employees.
9. Arranges for towing or field repair of maintenance equipment; ensures necessary parts, tools, and supplies are available for completion of jobs; orders or requisitions stock and special parts and equipment as needed.
10. Holds weekly safety meetings and discussions on assigned topics and shop issues.
11. Trains employees and monitors and enforces use of protective clothing, devices and safe work habits.
12. Reads and interprets shop and vendor maintenance manuals, procedures, diagrams and schematics.
13. Arranges support for vehicle maintenance from other crafts, such as welding and machining.
14. Responds to telephone and in-person requests for vehicle maintenance, including emergency requests from Central.
15. Using a computerized maintenance tracking system, maintains logs and records, and prepares daily reports of work performed, labor hours and materials used.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in preventive maintenance, repair and rebuilding of automotive and heavy equipment.

Methods, materials, tools and equipment used in the maintenance and repair of rail and high-rail apparatus.

Basic supervisory principles including work assignment, instruction and review.

Procedures and equipment for diagnosing and troubleshooting equipment problems.

Principles and practices of safety in automotive and equipment repair and maintenance.

Procedures for ordering and requisitioning parts, tools and supplies.

District Safety Rules, Standard Plans, Specifications, Rules, and Regulations and Operations Procedures.

Basic computer use.

High rail equipment.

Proper storage, clean up and disposal of hazardous materials.

Skill in:

Planning, assigning, directing and reviewing the work of Automotive and Equipment Mechanics. Instructing assigned staff on work and safety procedures.

Analyzing automotive and equipment repair and maintenance problems, establishing scope of work required and recommending approach to the work.

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Preparing and maintaining accurate records, logs and reports.

Reading and interpreting manuals, diagrams and schematics.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Effectively assessing priorities for automotive and equipment maintenance work to ensure that revenue operations are not disrupted.

Exercising sound independent judgement within general policy guidelines.

Leadership and organizational ability.

Operating District's radio and telephone communication systems in compliance with District Rules, Regulations and Procedures.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent and completion of a formal apprenticeship program in automotive or related equipment.

Experience:

Two (2) years of (full-time equivalent) verifiable journey level experience in the maintenance and repair of a variety of automobiles, light and heavy vehicles and related equipment. Must have functioned in a supervisory or lead man capacity for a minimum of six (6) months or must have completed a supervisory course at some accredited institution or its equivalent.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Must be willing to work shifts and be subject to overtime.

Must have sufficient mobility to inspect the work of others.

Must be able to wear respiratory protective equipment during the performance of assigned duties in accordance with the District Respirator Program and applicable Cal-OSHA requirements.

Must be able to understand, read and communicate in English.

Must be able to work under various conditions including under a lift, over a hood, and from a step ladder.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; field environment. Exposure to and including physical contact with grease, dirt, fuels, solvents and oil in the process of repair and servicing; exhaust, fumes from chemicals used in the shop; heat, cold, vibration and hazardous conditions when working in the field.

Physical Conditions:

Requires maintaining physical condition necessary to maneuver heavy objects with assistance; climbing, stooping, crawling, twisting and bending.