



ELECTRONIC REPAIR SHOP FOREWORKER

FC: MA150
PG: FP-MAINT

PC: 825
BU:06
April 1988

*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 electronic technicians and assemblers engaged in the secondary repair and overhaul of electronic, electrical, electro-mechanical and mechanical components; provides for the instruction of staff in work and safety procedures; performs related work as assigned.

CLASS CHARACTERISTICS

This class assigns and directs the work of a shift of classes engaged in the secondary repair and rebuild of a variety of components found in transit vehicles, wayside equipment, automatic fare collection equipment, communications equipment and other electronic and electro-mechanical components. 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.

EXAMPLES OF DUTIES

Plans daily work schedules in accordance with assigned worklist; assigns work to individuals and ensures that work is done to accepted standards and within an established time frame; assesses and adjusts priorities to ensure that needed parts and components are available for use in revenue vehicles, wayside equipment and automatic fare collection equipment and related support systems so as not to impact revenue service; assists/instructs employees in troubleshooting and planning complex repairs and maintenance; assesses scope of unscheduled repairs and assigns work or determines if work should be completed by other shifts; reviews performance of technicians and assemblers; counsels employees and prepares documentation of deficiencies; resolves minor disputes and informs supervisors of disciplinary problems requiring action; interprets District policies and procedures to employees; ensures that necessary parts, tools, equipment and supplies are available for completion of the work; orders or requisitions stock or special parts and equipment as needed; holds safety meetings and discussions on shop issues; trains employees and monitors and enforces the use of protective equipment and safe work practices; reads and interprets drawings and specifications; arranges for support from other crafts and units as needed to complete assigned work; maintains logs and records and prepares reports of work performed, labor hours and materials used.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in the secondary repair and overhaul of electronic, electrical, electro-mechanical or mechanical components; basic supervisory principles, including work assignment, instruction and review; principles and practices of safety in transit vehicle maintenance and repair activities; procedures for ordering and requisitioning parts, tools and supplies; understanding electrical and electronic theories and applications.

Skill/Ability in:

Planning, assigning, directing and reviewing the work of technicians and assemblers; instructing staff on work and safety procedures; analyzing electronic component repair problems, evaluating alternatives and recommending solutions; preparing and maintaining accurate repair documentation, records and reports; reading and interpreting diagrams and schematics; establishing and maintaining effective working relationships with those contacted in the course of the work; exercising sound independent judgment within established guidelines.

Other Requirements:

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

MINIMUM QUALIFICATIONS

Equivalent to completion of an apprenticeship and two years of journey level experience in the maintenance, troubleshooting, repair and modification of electronic, electro-mechanical or mechanical components; trade school or technical training is desirable.