

WINNEBAGO COUNTY JOB DESCRIPTION

NON-BARGAINING
UNIT

STEP AND GRADE:
10N

DATE LAST PRINTED:
5/26/16

JOB TITLE: ASSISTANT FOREMAN – EQUIPMENT

A35N

Summary of Responsibilities

Under direction, supervises a repair shop/garage in the maintenance and the repair of automotive and other standard equipment used principally in highway maintenance and construction activity; also directs grounds maintenance of County Highway offices and facilities; supervises a staff of mechanics and helpers; participates in the more difficult technical phases of the work; makes decisions as to procedures; inspects automotive equipment; acts in consultative capacity to automotive mechanics.

Illustrative Examples of Work

1. Plans, lays out and assigns work to mechanics and helpers; inspects the work during process and upon completion.
2. Supervises and instructs subordinates in the repair and reconditioning of automobiles, trucks, tractors, graders, gas rollers, snow plows and similar machinery commonly used for highway construction and maintenance activities.
3. Performs skilled repair and testing work on carburetors, motors and other finely adjusted equipment.
4. Makes and/or approves requisitions for parts, keeps shop records and makes reports.
5. Supervises the maintenance of a perpetual inventory of all parts, stock, tools, and equipment.
6. Supervises operation of sign shop equipment and grounds keeping equipment.
7. Provides assistance in the absence of either the Highway Foreman or the Assistant Foreman – Highway on miscellaneous highway related tasks.
8. Performs on-call duties on a rotating basis for all highway maintenance related issues; including supervision of all highway staff during winter/snow/ice operations.
9. Approves sick and leave time; verifies hours worked and overtime hours for staff of mechanics and helpers.
10. Performs other related duties as assigned or required.

Education

Graduation from high school or a General Education Diploma (GED).

“A” or “B” Commercial Drivers License (CDL) free of incidents that would result in suspension or revocation or the ability to obtain one within 90 days from date of hire.

Experience

Requires three years experience as an automotive and construction equipment mechanic.

Abilities

Must successfully pass drug and alcohol testings as required by the Department of Transportation regulations.

Requires extensive knowledge of standard garage methods, shop practices and techniques, tools and machinery used and of the construction, operation, repair and maintenance on standard automotive and related equipment and machinery employed in road maintenance and construction.

Requires working knowledge of occupational hazards and precautionary measures applicable.

Requires ability to lay out and supervise the work of subordinates. Requires ability to keep records, make reports and make requisition of needed parts and materials.

Requires general computer knowledge, including Microsoft Word, Excel and Outlook along with knowledge of (or ability to learn) fleet management and inventory control software.

Requires ability to detect mechanical defects and to order proper repairs.

Requires the ability to pass a physical examination.