

CITY OF COVINA
EQUIPMENT FOREMAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, supervises equipment mechanic crews in the operation of the City garage in the servicing, maintenance, and storage of light and heavy-duty automotive equipment; advises and performs mechanic work on major and minor mechanical, body and framework repair of light and heavy automotive equipment; advises and assists with the maintenance and replacement of the automotive fleet; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Equipment Foreman** is the supervisory class responsible for the daily operations of the Public Works Department's garage and fueling station and management of a variety of mechanical, electrical and hydraulic maintenance and repair on City owned power equipment. Incumbents supervise assigned personnel and inspect and review work methods, performance and quality as required. This classification is distinguished from the next lower classification of Senior Equipment Mechanic by its administrative and operational duties.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from Public Works Manager. Exercises supervision over the Equipment Mechanic series.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, assigns and schedules work of employees engaged in automotive repair; inspects and reviews automotive work in progress and upon completion.
- Maintains automotive inventory and assists in maintenance and operations of computerized fleet maintenance program; is responsible for fueling station maintenance and operation.
- Keeps records and makes reports on work performed and collects and organizes materials for departmental budget preparation; assists with environmental compliance and reports; maintains computer data base for equipment and parts inventory, tracking and preventative maintenance programs.
- Purchases tools and materials for automotive equipment, and new equipment; processes cost records and invoices from other departments; analyzes and tracks specifications for automotive purchases; prepares division estimates and performs other duties as assigned.
- Performs routine preventative maintenance to automobiles, trucks, and heavy and non-motorized equipment on a regular schedule including, but not limited to, change of oil and filters, lubricate

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vehicles, check and replace batteries, battery cables, fan belts, filters, wiper blades, headlights, lamps, tires, and tubes.

- Orders, receives, stores, and issues parts, materials, supplies, and tools in the warehouse; maintains perpetual periodic inventories; maintains warehouse records, including verifying purchase orders, receiving documents and receipts; coordinates ordering and delivery of materials; prepares periodic and special reports; maintains work areas in neat and orderly condition.
- Responds to questions, concerns and emergency calls from vehicle and equipment operators; makes recommendations and/or takes appropriate action to resolve issues and problems; stays current on OSHA regulations; responds to inquiries about related policies, rules, regulations and DOT laws; establishes and maintains a customer service orientation within the work unit.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and/or heavy equipment as required, work in heavy vehicle traffic conditions during emergency repairs, and often works with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Equipment Foreman**. A typical way of obtaining the required qualifications is to possess a high school diploma, or its equivalent, and three years of journeyman automotive repair experience, including one year at the supervisory or lead level.

License/Certificate:

Possession of, or ability to obtain, a valid Class A or C California driver's license.

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KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Practices, techniques and methods of equipment maintenance and repair; characteristics of complex mechanical, electrical and vehicle computer systems; use of microprocessor and mechanical diagnostic equipment; operational and maintenance characteristics of a variety of light and heavy duty vehicles and equipment; methods and techniques of leading, training and motivating assigned crews; applicable federal, state, and local laws, codes and procedures; principles of mathematics; record keeping; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Ability to:

Lead and perform a wide variety of vehicle and equipment repair and maintenance activities; operate a variety vehicles, tools and equipment used in municipal public works activities; inspect, diagnose and repair mechanical, electrical and hydraulic systems; estimate parts, time and materials for completion of projects; perform heavy manual labor; plan, organize and lead the work of subordinate staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of diagnostic equipment and power and hand tools used in heavy and light duty equipment repair.