

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 568

GARAGE FOREMAN

GENERAL

Skilled work directing operations of parts and bench stock, to expedite maintenance in a City garage. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Coordinates outside vendor repairs. Assures safe shop safety practices. .
Generates work orders; schedules and prioritizes daily work.
Makes determination if repair can be done now or must remain in shop.
Checks work orders for completion.
Prints and reviews PM schedule.
Calls, using department to schedule repairs or PMs.
Orders stock parts.
Assigns priority based on type of equipment.
Spot-checks completed work to insure correctness.
Contacts using department upon completion of service .
Reviews parts usage and inventory. Receives stock parts. Follows up with vendors regarding parts and repairs. Closes out workorders daily.
Keeps office and shop clean and uncluttered.
Inputs parts in to computer.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and techniques of automotive design and mechanical repair. Knowledge of the methods, materials and tools required for automotive shop management. Knowledge of occupational hazards and safety requirements.
Ability to schedule maintenance and keep records.

MINIMUM QUALIFICATIONS

Graduation from High School or possession of an acceptable equivalency diploma. Considerable experience as a journeyman mechanic in automotive, heavy equipment and diesel repair and electrical, hydraulic, and pneumatic systems. Experience in the supervision of mechanics and any related field. ASE Certification highly recommended.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Unusual situations of walking, lifting, climbing, carrying, bending, kneeling, stooping, reaching, handling, sitting, standing, pushing and pulling and other configuration while working on, in or under vehicles or heavy equipment.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate (Class A) driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.