

GARAGE FOREMAN

DEFINITION

Under general supervision, performs a variety of general, skilled or semi-skilled duties in the servicing and repair of automobiles, trucks and other related equipment powered by gasoline and diesel fuel; maintains records and orders supplies; plans, supervises and assigns work of personnel assigned to the garage; performs related duties as required.

CLASS CHARACTERISTICS

The Garage Foreman is responsible for the operation of the City garage and maintaining and repairing a variety of vehicles, equipment and trucks.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Supervises, plans and organizes the work of staff assigned to assist in the garage; maintains records of time, materials, parts, and work performed; orders supplies and materials; maintains the garage in an organized manner.

Examines and locates mechanical and electrical defects in a wide variety of vehicles and equipment; reads and interprets technical manuals and schematic diagrams; diagnoses trouble and determines the extent of necessary repairs.

Performs a variety of skilled tasks related to the maintenance and repair of City vehicles and other power-driven equipment, including automobiles, trucks, and a variety of light to heavy equipment.

Performs necessary repairs on gas-powered and diesel engines, hydraulic systems, transmissions, differentials, and clutches; repairs or replaces components, including generators, distributors, relays, lights, and switches.

Performs preventive maintenance according to established schedule, including repair or replacement of faulty parts such as wheel bearings, oil seals, shock absorbers, exhaust systems, and steering mechanisms; tunes engine and replaces plugs; checks electrical systems and repairs short circuits; checks and adjusts wheel alignment; balances or changes tires.

Services, repairs, and maintains small gasoline engines, pumps, and miscellaneous small equipment and tools.

May use arc and gas welding equipment and techniques to construct, repair, and modify parts and equipment; performs basic body repair work and machine shop work; fabricates special construction and maintenance equipment.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and completion of specialized training in the maintenance and repair of diesel and gas-powered equipment; and three years experience in the maintenance or repair of related equipment.

Knowledge, Skills, and Abilities

Considerable knowledge of the tools, equipment, and procedures used in the maintenance or repair of a variety of diesel and gas-powered equipment; operation and care of combustion engines; use of automotive shop tools, equipment, and methods used in welding; safe work practices; operation of various light and heavy equipment.

Ability to plan, organize assign, and supervise the work of staff assigned to the garage; inspect diesel and gas-powered equipment to locate difficulties; perform skilled minor and major mechanical work; use a variety of tools and equipment; prepare and maintain routine records; work effectively in the absence of supervision; accurately determine mechanical repair needs and estimate the cost and time of repairs; maintain a variety of shop and repair records; understand and carry out oral and written directions.

Special Requirements

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: II, 2,3,4,6,8,12,13,14,15,16,17,18,19,20

GARAGEFORE.SPC