**POSITION: SHOP FOREMAN**

**JOB DESCRIPTION: DUTIES AND RESPONSIBIITIES**

**GENERAL STATEMENT OF DUTIES**:

Works under the general supervision of the Manager/ Director and the direct supervision of the Superintendent who assigns duties periodically and review work accomplishments. Exercises direct supervision over the shop including all personnel assigned to the shop. Supervises the maintenance and repair of all county equipment including purchasing of necessary parts, inspects periodically all county facilities, makes recommendations, and coordinates all work with the superintendents and Manager/Director. Performs related work as required.

**EXAMPLES OF PRINCIPAL DUTIES:**

1. Schedules work assignments to personnel; coordinates shop activities, approves vacations, recommends promotions, imposes disciplinary actions, and performs related administrative functions such as:
2. Makes daily assignments to shop personnel.
3. Checks and approves daily time sheets for proper distribution of charges.
4. Supervised the work of shop personnel and personnel assigned to the shop.
5. Responsible for services and all necessary reports on personnel, equipment and material under his control.
6. Performs work and conducts operations in a professional manner.
7. Oversees the keeping of records on repairs to equipment.
8. Directs the Stock Clerk in the purchase of parts for equipment and supplies.
9. Receives daily lists from personnel for repairs needed and maintains a list of future and preventative repairs necessary.
10. Maintains list of recall notices received and when updates have been completed.
11. Responsible for safety issues and updating the SDS Book as needed.
12. Prepares bid forms and specifications for new equipment purchases.
13. Responsible for shop, garage and office electrical, heating and mechanical systems.
14. Operates equipment in cases of emergency or to determine a problem.
15. Coordinates all work in the shop with the Superintendent.
16. Makes recommendations to the Manager/Director concerning equipment and equipment problems.
17. Prepares a daily report of work accomplishments, equipment status and any other issues.
18. Available “On call” with other supervisory personnel.
19. Fills in for the Superintendent, Foreman and Shop Clerk as needed.

**KNOWLEDGE, SKILL AND ABILITY:**

Thorough knowledge of the maintenance and repair of equipment used in highway construction and maintenance activities; ability to plan and direct the work of shop personnel to obtain high quality and productivity; skilled in “trouble shooting” equipment breakdowns; knowledge of safety practices pertaining to the operations and repair of equipment; ability to work with others, commitment in the operation of construction and maintenance equipment. Ability to understand schematics, equipment assembly diagrams, both paper parts catalogs and on computer. Able to maintain harmonious relations among employees and with the general public.

Primary workstation is the south east office of the secondary complex. Must be able to drive standard car/pickup to attend meetings, retrieve parts or inspect equipment off site. Must be able to walk on uneven terrain to inspect equipment or work activity.