



**POSITION DESCRIPTION**

|   |  |  |
|---|--|--|
| <b>JOB TITLE:</b> Auto Mechanic Foreman<br><b>Job Class:</b> 3619   |  |  |
| <b>DATE</b>   | <b>DEPARTMENT OR SCHOOL</b><br>School and Community Services | <b>DIVISION</b><br>Facilities and Maintenance Services                                     |
| <b>BARGAINING UNIT:</b> Local 1616  |  | <b>FLSA STATUS:</b> <input type="checkbox"/> Exempt<br><input type="checkbox"/> Non exempt |
| <b>Pay Schedule:</b>  | <b>Pay Range:</b>  | <b>Management Approval:</b>  |
| <b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)<br>Supervise, plan, schedule and direct personnel involved in the repairs of MPS vehicles, equipment and other outside owned vehicles and equipment. |  |  |

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Plans work schedules, directs the activities of shop employees. Checks and evaluates the work of employees and maintains employee files.
2. Contracts and monitors work done by outside vendors and maintains all paperwork.
3. Develops and implements effective preventative and emergency maintenance programs.
4. Evaluates vehicles for replacement and cyclic maintenance programs and prepares vehicle specifications. Handles titling and licensing of all vehicles.
5. Maintains control of stock, shop equipment and ordering.
6. Prepares and investigates estimates for budget requests and monitors budget.
7. Prepares various reports for supervisor/manager. Arranges for training and orientation programs.
8. Maintenance and repair of fleet vehicles and equipment.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

|   |
|---|
| <b>SUPERVISION RECEIVED:</b> (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)<br><br>Manager |
|---|

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Mechanics and Mechanic Helper

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Certified Mechanic training

Valid Wisconsin Drivers License, Commercial Class A with air brake endorsement. ASE certification is desirable.

**Experience Requirements**

Minimum of three years experience in the maintenance and repair of vehicles, municipal or fleet equipment and related equipment.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Must be able to work indoors and outdoors in all type of weather. Be able to work with and have knowledge of many types of chemicals.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Must be able to lift 50 pounds, work with hand tools, read, write and have basic computer skills.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**