

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Fleet Maintenance Foreman II

CLASS CODE: 3267

GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise a large automotive/equipment repair shop.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level classification in the Trades Series – Mechanic Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for supervising a large automotive/equipment repair shop through supervisory personnel.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Coordinates preventive maintenance program; serves as contact for client departments.

Coordinates work performed by outside vendors.

Assists in managing vehicle replacement program.

Prepares bid specifications for new equipment; contacts vendors regarding equipment purchases; orders parts supplies and equipment.

Maintains computer and manual records for equipment specifications, repairs and other services.

Advises subordinates on difficult or complex repairs/projects.

Performs other duties assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train subordinates. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as vehicles and equipment used by the city, engine diagnostic equipment, computer terminal, telephone, calculator, photocopier and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as work orders, equipment maintenance and repair manuals, diagrams/schematics, engine oil analysis reports, time cards, equipment/vehicle bid specifications, bids, billing statements, schedules, maintenance/repair records, performance evaluations, personnel policies, purchase orders and parts manuals regulations, blueprints, correspondence and general operating manuals.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals; perform mathematical operations involving basic algebra.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Requires the ability to lift, push and pull office objects/files and to inspect parts.

Requires the ability to stoop, crouch, bend, twists and climb to inspect equipment.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of color of exhaust to diagnose malfunctions, shapes to clearly distinguish objects, sounds to detect equipment malfunctions and odors to detect fluid leaks from equipment. Ability to sustain prolonged visual concentration.

EDUCATION AND EXPERIENCE STATEMENT:

At least seven (7) years of recent full-time experience diagnosing, repairing and maintaining heavy trucks (over 25, 000 lb. GVW) and/or construction equipment, automobiles, and landscaping equipment; or an equivalent combination of education, training and experience.

Must have considerable knowledge in principles and mechanics of internal combustion engines, heavy duty hydraulic, transmission and brake systems, standard and automatic shift vehicles and safety precautions and prevention of occupational hazards. Must be able to inspect and provide direction to subordinate technicians making repairs to all components of heavy vehicles, systems and equipment such as refuse trucks, medium and heavy duty trucks from 25,000 GVW and up, track and rubber tired front-end loaders, utility and industrial-type wheeled tractors, other miscellaneous types of complex heavy equipment and complex hydraulic systems, air brakes, electrical systems, gas and diesel powered engines.

SPECIAL REQUIREMENTS:

Possession of a valid Commercial Driver's license and be able to attain a Commercial Driver's license (Class A with Air Brakes) by completion of working test period. Must possess and maintain valid Missouri Commercial Driver's license (Class A with Air Brakes) while employed by the City of St. Louis.

Must furnish their own set of hand tools.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.