

Automotive Serviceman Foreman

DEFINITION

This is advanced foreman level work overseeing the non-journeyman aspects of a large fleet maintenance program involving a main service centre and various satellite locations.

An employee of this class supervises the non-journeyman fleet servicing operations of the Mobile Equipment Services Department including the servicing and cleaning of automotive vehicles, construction and public works equipment. Assignments are received by oral and written instructions from a superior who outlines policies and reviews work for adherence to established standards and schedules.

TYPICAL DUTIES*

Assigns tasks to subordinates and reviews completed work for adherence to quality and quantity standards.

With the assistance of a subordinate, trains all Automotive Servicemen I and II's in the fueling, washing, lubricating, tire repair and towing functions of the service centre and satellite stations.

Develops shift schedules to ensure the main service centre and all satellite stations are adequately staffed to meet the fuel and lubrication and tire requirements of user departments.

Meets with representatives of user departments to discuss requirements, complaints, etc.

Prepares reports on the activities of the service centre for use in budget preparation, cost comparison, inventory control, billing and other departmental reports.

Interviews new applicants and makes recommendations to a superior; takes immediate disciplinary action where required and reports action taken to a superior; reviews absenteeism records of employees; discusses job performance with subordinates.

Orders supplies such as soap, coveralls, gloves, etc., as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of fleet maintenance operations as performed by non-journeyman personnel.

Considerable knowledge of the lubrication requirements of automobiles, trucks and construction equipment.

Ability to plan, assign and supervise the work of subordinates.

Ability to prepare a variety of reports including statistical reports.

Ability to understand and execute oral and written instructions.

Ability to secure a City of Edmonton Driver's permit.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Completion of the twelfth school grade. Five years progressively responsible experience in a fleet maintenance operations or an equivalent combination of training and experience, including demonstrated supervisory ability. Completion of Levels I, II and III Foremanship Training or the equivalence recognized by the City of Edmonton; the incumbent must successfully complete Level IV Foremanship Training upon appointment. Possession of a current St. John Ambulance First Aid Certificate would be an asset. Possession of a Class 3 Alberta motor vehicle operator's licence.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0223			
Last Updated:	1990/08			
Previous Updates:	1979/01			
Originated:	1975/04			