

Garage Foreman

DEFINITION

This is advanced foreman level supervisory and skilled mechanical work in the repair and maintenance of light and heavy automotive vehicles and related equipment.

Work of this class involves responsibility for scheduling, coordinating and supervising the work of skilled personnel engaged in the repair and maintenance of automobiles, trucks, buses, heavy construction equipment and related gasoline or diesel powered equipment and attachments. Employees assist skilled tradesmen in diagnosing the more difficult or unusual conditions or malfunctions reported by vehicle or equipment operators; inspect the work of subordinates while in progress to determine that proper techniques and methods are utilized; and conduct road or operating tests to ascertain that malfunctions have been corrected. Work assignments are received in the form of specific instructions from a superior or as service requests from other departmental and operating personnel. Work is evaluated for adherence to maintenance standards and for the operating efficiency of equipment.

TYPICAL DUTIES*

Plans, schedules coordinates, supervises and occasionally participates in the work of a number of journeyman mechanics and semi-skilled personnel engaged in repairing and maintaining light and heavy automotive vehicles and construction equipment.

Performs the more difficult or unusual diagnoses of malfunctions; determines the corrective measures needed to place equipment in use.

Directs the activities of mechanical and electrical journeymen and semi-skilled personnel in the repair and maintenance of gasoline, diesel and electrically powered buses.

Advises subordinates regarding the fabrication and use of materials, parts and equipment; conducts road, field or shop tests to determine if reported malfunction or conditions have been corrected.

Maintains job work orders; keeps records of labour, materials, parts, supplies and other records necessary in the repair and maintenance process; controls the release of serviced and repaired vehicles.

Supervises automotive servicemen engaged in cleaning, servicing and lubricating mechanical equipment.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the standard methods, materials, tools and equipment of the motor mechanic and/or heavy duty mechanic trade.

Considerable knowledge of the operating principles of gasoline and diesel engines.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

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

Ability to diagnose difficult or unusual vehicle and equipment conditions or malfunctions and to determine effective corrective measures.

Ability to understand and execute oral and written instructions.

Skill in the use and care of tools, equipment and materials of the trade.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Certified Alberta Journeyman in the trade of Motor Mechanics and/or Heavy Duty Mechanic, with five years progressively responsible experience at the journeyman level and demonstrated supervisory ability. Completion of Levels I, II and III Foremanship Training or the equivalents recognized by the City of Edmonton; incumbents must successfully complete Level IV Foremanship Training upon appointment. Possession of a Class 3 Alberta Motor Vehicle Operator’s License.

** 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	0104			
Last Updated:	1991-08 (qualifications)			
Previous Updates:	1979-01			
Originated:	1966-06			