



**FLEET MAINTENANCE FORMAN I
JOB DESCRIPTION**

| | | |
|---|--|---|
| JOB TITLE: Forman I Fleet Maintenance | CLASSIFICATION: Service/Maintenance | IMMEDIATE SUPERVISOR: Public Works Director |
| PAY GRADE: 119 | DEPT: 4100 Public Works | STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u> |

JOB SUMMARY: A Forman I position which supervises and performs a variety of skilled tasks in the fleet maintenance and repair of Village vehicles and equipment.

SUPERVISION EXERCISED: Mechanic I and II.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises employees in fleet maintenance including but not limited to routine, preventive maintenance and inspections on all Village vehicles and equipment including cars, light to medium-sized trucks, tractors, lawn mowers, generators, pumps and gasoline driven equipment. This also includes differential gears, electrical systems, cooling systems, brakes and suspension.
- Performs welding and painting of vehicles and equipment, body and fender work as necessary.
- Coordinates and oversees fleet maintenance, including the coordination of work with outside contractors when necessary; transports vehicles to and from outside contractors, picks up and delivers part for servicing and repair of vehicles.
- Prepares and coordinates maintenance, service schedules, reports, and materials used for vehicles and equipment including costs.
- Trains Mechanic I and II.
- Assists the Public Works Director with budget development and monitoring and purchasing.
- Assist with employee performance evaluations; assists Public Works Director with personnel matters.
- Coordinates with the Public Works Director the most efficient manner of accomplishing assigned work; assigns and supervise the completion of work orders.

OTHER DUTIES:

- Performs other related duties as required.
- Enforces safety procedures and regulations

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma, preferably supplemented by graduation from an approved automotive service school; and
- Prefer five (5) years of automotive mechanical experience on gas and diesel engines;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Knowledge of the methods, materials, practices tools and equipment of the automotive and mechanical maintenance and repair trade.
- Knowledge of the basic principles of internal combustion engines.
- Knowledge of related occupational safety hazards and applicable safety precautions.
- Skill in the use and care of tools, machinery and automotive testing equipment.
- Ability to understand and follow oral and written instructions.
- Ability to locate and repair defects in motor equipment.
- Ability to establish and maintain effective working relationships with other employees, and the general public.
- Ability to work independently and in groups, and the ability to complete daily activities according to work schedules.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- Prefer NIASE Certificate;
- CDL Class B, or ability to obtain one.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand and walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds, occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

TOOLS & EQUIPMENT USED:

Sedan vehicles, light trucks, tractors, dump body trucks, electric and gas powered tools, gradall, backhoe, lawn mowers, generators, pumps, welding equipment and other associated items and vehicles.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes, vibration, dust, pollen, airborne particles, rain, traffic hazards, bright/dim light and temperature extremes. The employee frequently works in high, precarious places, and regularly works near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and background, criminal and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB HISTORY:

Created: 09/03/02

Revised: 07/27/07

Revised: 11/05/08

Revised: 04/03/17