

CLASS TITLE: General Shop Foreman

CHARACTERISTICS OF THE CLASS: Under general supervision, the class supervises the day to day shop operations at an assigned Department of Fleet Management garage facility; and performs related duties as required.

ESSENTIAL DUTIES: Oversees and monitors the inspection, preventative maintenance, overhaul, mechanical and electrical repairs of city vehicles and equipment including automotive passenger, light duty, medium and heavy duty trucks; supervises foremen and supervisory staff responsible for assigning and directing the work of garage attendants, service writers and skilled trades personnel; tracks the status of open work orders to ensure the timely completion of repairs and maintenance work; reviews work orders to ensure the timely completion of repairs and maintenance work; reviews work orders and inspects completed work for quality control; inspects and approves automotive and structural/body repair work performed by outside vendors; implements work standards and operating procedures and evaluates staff performance; prepares work schedules and approves staffing assignments to ensure proper staffing of facility; authorizes requests for the procurement of automotive and equipment parts and supplies; monitors the training of staff by vehicle manufacturers on automotive repairs and standards; prepares productivity and vehicle maintenance reports.

MINIMUM QUALIFICATIONS:

Training and Experience. Six years of experience in the repair and maintenance of automotive and trucking equipment, supplemented by two years of supervisory experience, or an equivalent combination of training and experience.

A valid State of Illinois driver's license is required.

Knowledge, Abilities and Skill. Considerable knowledge of the operations of an automotive, trucking and heavy duty off road equipment repair and maintenance facility. Considerable knowledge of the work methods, tools and equipment used in the diagnostic testing, repair and maintenance of automotive, trucking and heavy duty off road equipment. Good knowledge of safety practices and procedures. Good knowledge of supervisory methods and practices.

Code: 6575
Operation and Construction Service
Industrial Trades Group
Mechanical Trades Series

CLASS TITLE: **General Shop Foreman (Cont'd)**

Ability to manage a comprehensive repair and maintenance garage facility. Ability to manage repair work performed by vendors. Ability to administer automotive and truck rental or leasing contracts.

Good supervisory and management skills. Good oral and written communication skills. Good skill in establishing and enforcing work and safety procedures. Good skill in preparing cost and productivity reports. Good human relations skills.

Working Conditions. General office environment; unavoidable exposure to extreme temperatures and exposure to fumes, dust and noise.

Equipment. Safety equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

January, 2008
City of Chicago
Department of Human Resources