



Code: 6679
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Industrial Trades
Series: Metal Working Trades

CLASS TITLE: FOREMAN OF MACHINISTS – AUTOMOTIVE

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises automotive service technicians/ skilled trades personnel in the repair and maintenance of mechanical systems and components in various classes of gasoline and diesel driven automotive equipment including automobiles, light and heavy duty trucks on an assigned shift at a Department of Fleet Management facility, and performs related duties as required

ESSENTIAL DUTIES

- Prioritizes and assigns automotive maintenance and repair work to subordinates
- Studies blueprints, specifications and manuals to determine parts required and procedures for making repairs
- Approves and accounts for materials, supplies and tools and equipment needed for repairs
- Inspects and tests equipment to confirm quality and workmanship of completed repairs
- Monitors the status of open work orders and ensures work is completed in a timely and efficient manner
- Checks the computerized vehicle maintenance information system to ensure data is updated
- Monitors shop safety and enforces OSHA compliance
- Maintains employee time and attendance records and approves time off
- Prepares daily work activity reports
- Completes staff performance appraisals and initiates and administers corrective or disciplinary action
- Trains staff in work and safety procedures and evaluates their performance
- Assists subordinate staff with difficult repairs as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college with an Associate's Degree in Automotive Technology, plus four years of work experience as an automotive technician in the repair and maintenance of gasoline and diesel driven automotive equipment; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Automotive Service Excellence (ASE) certifications may be required for some positions

WORKING CONDITIONS

- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery)

EQUIPMENT

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Standard tools used in servicing automotive equipment
- Testing and monitoring equipment (e.g. computerized diagnostic equipment)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Hydraulic jacks and hoists

PHYSIAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *automotive mechanical and electrical/electronic systems
- *applicable hand and power tools and diagnostic testing equipment
- * repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the automotive machinist trade
- *applicable safety practices and procedures
- *manufacturers' manuals for servicing equipment

Moderate knowledge of:

- *safety codes regulating the operation of heavy equipment
- *use of safety equipment and protective gear

Some knowledge of:

- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Machinist class

Skills

- *ACTIVE LEARNING – Understanding the implications of new information for both current and future problem-solving and decision-making

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- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
 - MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
 - *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
 - INSTRUCTING - Teach others how to do something
 - *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
 - TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Machinist class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Machinist class

Other Work Requirements

- INITIATIVE- Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Machinist class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: August, 2010