

Job Description: SHOP FOREMAN (ROAD & BRIDGE)

CLASS NO. 2106

EEOC CATEGORY: Official/Administrator

PAY GROUP: 20

FLSA: Exempt

SUMMARY OF POSITION

Supervises and assists in performing maintenance and repair tasks of road and bridge department vehicles and equipment. Duties also include ordering and ensuring adequate stocks of repair parts, and maintaining shop purchases and employee time records.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Engineer
2. Directs: Mechanic (Road and Bridge), Mechanic Helper (Road and Bridge), Parts Inventory Runner, and orders parts for repair of equipment.
3. Other: Has regular contact with other department employees and outside private parts vendors.

EXAMPLES OF WORK

Essential Duties*

Helps County Engineer in preparation of capital purchases;

Orders parts for repair of equipment;

Assigns, directs, and evaluates duties of shop employees;

Locates orders, procures, and maintains adequate stocks of cost efficient repair parts and equipment from private vendors as necessary;

Ensures accurate inventory of equipment parts on hand;

Maintains records of shop purchases;

Attends continuing education courses concerning new or modified equipment as necessary;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 8/14/2012

CLASS NO. 2106 (Continued)

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: departmental policies and procedures; and safe operation and repair of heavy and light gasoline, diesel, and mechanical equipment.

Skill/Ability to: perform a wide variety of mechanical repairs on many different types of vehicles and equipment; work with a wide variety of hand and power tools; analyze mechanical problems and make judgments concerning the type of repair needed; tolerate unfavorable working conditions including exposure to high temperatures and loud noises; assign, supervise, and evaluate work tasks of shop employees; maintain accurate purchase and employee time records; establish and maintain effective working relationships with co-workers and private parts vendors; and maintain Texas driver's license applicable to job responsibilities and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Sufficient education to read and write, plus at least four years of work experience as a mechanic, including supervisory experience.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license.