

**CITY OF FT. PIERCE**

**JOB OPENING/PROMOTIONAL OPPORTUNITY**

**JOB TITLE: GARAGE FOREMAN**

**PAY GRADE (51)**

**DEPARTMENT: SOLID WASTE**

**HOURLY SALARY: \$16.66 - \$24.99**

**ANNUAL SALARY: \$34,652.80 - \$51,979.20**

**POSITION(S): 1**

**GENERAL DESCRIPTION:**

Responsible work supervising and participating at the journeyman level in the diagnosis and repair of gasoline and diesel powered automotive and related equipment. Work is performed under the general supervision of the Operations Manager who establishes priorities and reviews work in progress.

**ESSENTIAL JOB FUNCTIONS:**

1. Meets daily with superiors to review previous day's activities and to discuss work in progress.
2. Supervises and participates in the general overhaul and repair work on automobiles, motorcycles, light and heavy trucks, graders, mowers, heavy construction and specialized equipment.
3. Assigns work to mechanics and servicemen; provides technical assistance as required; inspects and road tests completed work.
4. Participates in workload and performs the complicated repair work. Inspects and determines parts and materials necessary to complete repair work; estimates repair work; approves work orders and orders necessary parts.
5. Assists in planning and directing the work of the division. Helps to determine the most economical way to repair and maintain equipment.
6. Prepares reports and maintains records. Assists in budget development and maintenance.
7. Helps train subordinates.
8. Assists with disciplinary actions and implements necessary actions.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of modern methods of maintaining and repairing automotive, road construction and other specialized heavy equipment.
- Knowledge of the operating principles and maintenance of gasoline and diesel powered engines.
- Knowledge of tools and equipment to do related work.
- Knowledge of management techniques and methods.
- Knowledge of record keeping principles and procedures.

**MINIMUM QUALIFICATIONS CONT'D:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of administrative principles and practices.
- Ability to use a computer to maintain a database.
- Ability to use a personal computer, including word processing, spreadsheets, and database software; motor vehicle; phone; fax and copy machine; THE software.
- Ability to establish and maintain effective working relationships with supervisor, co-workers, subordinates and vendors.
- Ability to plan, assign, inspect and supervise the work of skilled and semi-skilled employees engaged in servicing, repairing and maintaining equipment.
- Considerable knowledge of the mechanisms, uses, limitation and maintenance of Solid Waste collection vehicles.
- Ability to troubleshoot, diagnose and repair vehicles with accuracy and speed.
- Ability to use motorized vehicles for mechanical testing purposes; power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone, mobile and portable radio.

**EDUCATION AND EXPERIENCE:**

High School graduation or possession of an acceptable equivalency diploma. Five (5) years experience as a journeyman level auto mechanic, with at least two (2) years in a supervisory position. (A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Must have a Valid Class B Florida Commercial Drivers License.
- Supervisor/Management Certifications

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.
- Moderate (15 to 44 pounds) lifting
- Walking, Standing, Bending, Stooping, Climbing

**ENVIRONMENTAL CONDITIONS:**

- Works inside
- Works outside in various weather conditions
- In or with moving vehicles

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

**IF INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY VIA FAX, E-MAIL, OR IN PERSON AT THE HUMAN RESOURCES DEPARTMENT, 100 NORTH U. S. HWY #1, FORT PIERCE, FLORIDA, OR YOU MAY DOWNLOAD AN APPLICATION FROM THE CITY'S WEBSITE [cityoffortpierce.com](http://cityoffortpierce.com) AND SUBMIT ON OR BEFORE THE CLOSING DATE.**

**OPENING DATE: May 24, 2016**

**CLOSING DATE: Until Filled**

**THE CITY OF FORT PIERCE IS AN EQUAL OPPORTUNITY EMPLOYER**

**4/14/16  
(Bargaining)**

**EEOC FUNC/EEO CAT - MM/GG**