

SHOP FOREMAN

The City of Harrisburg is seeking qualified applicants to fill the position of Shop Foreman in the Department of Public Works, Bureau of Vehicle Management. The Shop Foreman is responsible for overseeing personnel assigned to the Bureau of Vehicle Management and assisting the Department Director as needed. In addition, this individual performs skilled work in all aspects of vehicle management. The employee in this position supervises licensed and trained automotive and diesel mechanics that perform a variety of analytical, preventative maintenance and repair duties on the City's fleet, which consists of automotive, light/heavy duty commercial, sanitation, grounds maintenance, and construction equipment and miscellaneous hand tools. The position also oversees the mechanics performing state vehicle safety/emission inspections and provides oversight on completion of work orders, time charged to repairs and reports on all equipment accidents or damages. Directs staff by providing oral and written assignments. Work is performed under the supervision of the Fleet Manager and Department Director, utilizing independent judgment concerning automotive repair methods.

Qualifications include a high school diploma, or equivalent; valid Class 7 or Class 4 Pennsylvania State Inspection License; valid Pennsylvania Commercial Driver's License, Class A, with air break restriction removed; ability to obtain and maintain a Certified Emissions Inspector License; three (3) years of experience as a journey-level automotive mechanic; and three (3) years of supervisory experience. Also, the individual in this position must provide tools as specified by the Bureau Director and be willing to participate in the City's Random Drug Testing Program.

We offer a competitive salary package (\$42,543.59 which increases to \$50,051.28 after six months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (electronic submission preferred)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE

Shop Foreman – Department of Public Works – Bureau of Vehicle Management

Definition

This position is responsible for overseeing personnel assigned to the Bureau of Vehicle Management and assisting the Department Director as needed. In addition, this individual performs skilled work in all aspects of vehicle management. The employee in this position supervises licensed and trained automotive and diesel mechanics that perform a variety of analytical, preventative maintenance, and repair duties on the City's fleet, which consists of automotive, light/heavy duty commercial, sanitation, grounds maintenance, and construction equipment and miscellaneous hand tools. The position also oversees the mechanics performing state vehicle safety/emission inspections and provides oversight on completion of work orders, time charged to repairs, and reports on all equipment accidents or damages. Directs staff by providing oral and written assignments. Work is performed under the supervision of the Fleet Manager and Department Director, utilizing independent judgment concerning automotive repair methods.

Equipment/Job Location

Work is performed at the Public Works Complex and other locations throughout the City. Supervises the repair of equipment, including motorized hand equipment such as chain saws, compressors, jack hammers, tampers, hand mowers, and trimmers. Utilized equipment is, but is not limited to, sanders, metal brakes, hydraulic lifts, mig/stick welders, grinders, pullers, come-a-longs, block and tack assemblies, ladders (up to 20 ft.), sand blasters and other small hand tools. Exposure to various hazardous chemicals used daily. Position requires extensive walking, uncomfortable positions and strenuous physical activity for prolonged periods. Employee is subject to noise, vibration, fumes, odors, dust and adverse climatic conditions. Duties are typically performed weekdays from 7:30 a.m. to 4:00 p.m.; however, employee may be required to work during evenings, weekends, emergencies, and holidays.

Essential Functions

Work involves, but is not limited to, the following: Supervises employees in the shop in various day-to-day operations. Oversees the maintenance and repair of equipment and attachments. Supervises, directs, and assists mechanics to identify difficult equipment problems by using diagnostic test equipment and procedures to determine and verify type of repair method needed. Makes recommendations for purchase of parts, tools, and equipment used in the operation of the maintenance facility. Requests shop-related maintenance items to ensure project schedules are met. Supervises the repair of motorized hand equipment. Minimizes non-productive and down time for self and crew. Assists with and performs skilled tasks in the maintenance and repair of city vehicles and equipment (weighting up to 70 lbs. unassisted, assisted in excess of 70 lbs.). Ensures garage repair facilities are maintained in a clean and safe condition. Encourages

JOB TITLE

Shop Foreman – Department of Public Works – Bureau of Vehicle Management

Essential Functions (Cont.)

awareness of work area conditions and initiates proactive accident and injury avoidance measures. Reports personal injuries immediately and ensures proper treatment to minimize risk of further injury. Recommends training, leave schedules, performance evaluations, conducts initial investigations and resolves complaints. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the public. Completes all assignments in an efficient, consistent and timely manner.

Non-Essential Functions

Performs other reasonably related duties in equal or lower classifications as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 provision of the Basic Labor Agreement.

Required Knowledge and Abilities

- Thorough comprehension, knowledge and skill in all aspects of Vehicle Management Operations.
- Comprehensive knowledge of methods, materials, tools and practices of the automotive mechanic trade.
- Thorough knowledge of the occupational hazards and safety precautions of the trade, including safety principals and procedures relating to air contamination and explosion factors.
- Ability to understand and follow instructions.
- Ability to perform work requiring physical dexterity under adverse work and weather conditions.
- Ability to operate equipment over 10,000 gross vehicle pounds.
- Ability to perform work involving lifting, extensive walking and digital dexterity.
- Thorough knowledge of the operation of various types of vehicles and equipment.
- Ability to direct a work crew.
- Strong organizational, and leadership qualities.
- Ability to demonstrate repair techniques on equipment to subordinates.
- Ability to operate and care for the tools employed in the automotive mechanic trade.
- Ability to react quickly and appropriately to alarms and hazardous situations.

JOB TITLE

Shop Foreman – Department of Public Works – Bureau of Vehicle Management

Qualifications:

Valid Class 7 or Class 4 Pennsylvania State Inspection License

Valid Pennsylvania Commercial Driver's License, Class A, with air break restriction removed; Tank(N) and HAZMAT(H) or Tank/HAZMAT(X) endorsements may also be required.

Ability to obtain and maintain a Certified Emissions Inspector License.

Must be willing to participate in the City's Radom Drug Testing Program.

Three (3) years of experience as a journey-level automotive mechanic.

Three (3) years of supervisory experience.

Must provide tools as specified by the Bureau Director.