



CLASS SPECIFICATION FOR:

**Automotive Mechanic Foreman, Senior**

**General Statement of Duties:**

Supervises staff responsible for the service, repair and maintenance activities of County-owned automotive and other equipment, including fire apparatus, at the Central Automotive Maintenance eastern Henrico County location (CAM-East); responsible for the day-to-day site operations at CAM-East; performs related work as required.

**Distinguishing Features of Class:**

This is a single position job classification with primary responsibility for providing day-to-day direction and supervision to all phases of operations at the CAM-East location with minimal oversight. This position may serve as a working supervisor. Primary duties for CAM-East operations include independently exercising authority and responsibility for all aspects of the CAM East repair facility operations to include ensuring and managing all aspects of adhering to employee health and safety requirements; operational compliance with applicable government regulations including but not limited to DEQ/EPA environmental requirements and VOSH/OSHA health and safety standards; facility security and upkeep of the CAM East repair facility. This position serves as primary contact for all CAM-East customers; determines viability and necessity of repair requests on County-owned vehicles and equipment serviced at the CAM East facility; oversight of the CAM East repair operation on a 24/7 basis including employee scheduling and workload management on multiple shifts; manages the CAM East parts inventory program; and manages all aspects of the Commercial Work Order process. Position reports directly to the Superintendent Central Maintenance.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Interviews, trains, develops, supervises, approves schedules, leave requests and timecards, coaches, disciplines, and evaluates assigned personnel;
- Supervises and coordinates the repair and maintenance activities at the CAM-East, creating and establishing work priorities and coordinating the schedule of repairs, making work assignments and ensuring optimal shop productivity;
- Coordinates, monitors and reviews all documentation for repairs to equipment completed internally or externally through vendors;
- Manages and coordinates all aspects of the CAM East repair facility operations to include ensuring and managing all aspects of adhering to safety standards and requirements and ensuring operational compliance with applicable government regulations including but not limited to DEQ/EPA environmental requirements and VOSH/OSHA health and safety standards;
- Serves as primary liaison for all CAM East customers and interacts with CAM East customers both in person and via telephone/email on a continuous basis relative to repair needs for County-owned vehicles and equipment and resolution of concerns;
- Independently determines viability and necessity of repair requests on County-owned vehicles and equipment serviced at the CAM East facility and may include making recommendations regarding repair/replacement of vehicles and equipment ;
- Manages all aspects of the Commercial Work Order process including preparing or obtaining cost estimates, processing repair estimates, independent approval of all vendor repair activities, and the processing of payments for CAM East commercial work orders;
- Manages all aspects of the CAM-East inventory program including supervising storekeeper position(s);
- Performs related work as assigned to include responding to after duty hours emergency repairs, which may include repairs to fire apparatus;
- During declared emergencies and inclement weather and weather related emergencies, oversees CAM East inclement weather cleanups and operations on a 24/7 basis including employee scheduling and workload management on multiple shifts for the duration of the event;
- Tracks, maintains, prepares and presents data and/or reports as needed;
- Performs other duties as assigned.



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### Required Knowledge, Skills and Abilities:

Extensive knowledge of the construction, assembly, adjustment, repair, troubleshooting/diagnosis and maintenance of diversified automotive equipment, including heavy trucks, heavy construction equipment, passenger carrying buses/vehicles, and fire apparatus; extensive knowledge of the operation and repair of internal combustion gasoline and diesel engines and chassis parts; extensive knowledge and skill in the use of all types of shop tools and equipment of the automotive vehicle and equipment trade; considerable knowledge of the occupational hazards and safety precautions of the trade; ability to diagnose defects of automotive equipment and to effect repairs; ability to plan and direct the work of an automotive shop, making effective use of labor and materials; ability to supervise and to establish harmonious working relationships with coworkers and others; mechanical aptitude; physical condition that will permit activities including, but not limited to, heavy lifting, driving and working under adverse temperatures and weather conditions. good oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; good supervisory skills including good training skills and the ability to effectively manage workloads and competing priorities, and to foster and maintain high morale and engagement with staff; ability to systematically compile data and provide related reports as assigned; ability to keep accurate detailed records and performance reports; good computer skills with ability to use computer and typical business software, proprietary software and applications; personal accountability including teamwork and establishing and maintaining positive relationships with partners and stakeholders; ability to work independently; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County with staff, vendors, other County employees and stakeholders. Requires ability to work a flexible schedule as needed.

### Minimum Education and Experience:

- Education: Graduation from high school, completion of a recognized apprenticeship program leading toward a journeyman rank as an automotive mechanic;
- Experience: Four (4) years of relevant automotive repair experience as a skilled mechanic, including two (2) years in a supervisory capacity;
- OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.
- Valid Virginia Class A Commercial Driver's License, with endorsements and without restrictions, including passenger carrying vehicle endorsement and school endorsement.
- Valid Virginia State Inspection License.
- May require pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.