

CLASS SPECIFICATION FOR
Automotive Mechanic Foreman

GENERAL STATEMENT OF DUTIES: Supervises Automotive Mechanics, Automotive Equipment Technicians, and Automotive Service Workers in the repair, service and maintenance of automotive equipment during an assigned shift; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work in directing the activities of a group of Automotive Mechanics, Technicians and Service Workers during an assigned shift. The employee directs the repair and maintenance of automobiles, trucks, tractors, bulldozers, graders, rollers and other standard and specialized automotive equipment. Employee makes assignments to subordinates and gives general advice and technical guidance when needed. The employee checks work done in the shop after completion for quality and acceptability. Receives general supervision from the Automotive Equipment Supervisor or the Superintendent of Central Maintenance Facilities.

EXAMPLES OF WORK (illustrative only):

- Supervises mechanics repairing defects on buses, passenger cars, trucks, tractors and other equipment;
- Assigns mechanics or technicians, orally or through work order, to specific repair jobs in accordance with their respective abilities and skills;
- Supervises the making of minor and major repairs to gasoline and diesel engines, chassis, and other equipment on trucks and buses;
- Inspects repairs performed by subordinates;
- Decides issues relating to equipment repairs, such as whether a part shall be repaired or replaced;
- Keeps records and makes reports as required;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the practices of construction, assembly, adjustment and maintenance of diversified automotive equipment, including heavy trucks and heavy construction equipment; extensive knowledge of the operation and repair of internal combustion gasoline and diesel engines and chassis parts; considerable knowledge of the occupational hazards and safety precautions of the trade; ability to diagnose defects of automotive equipment and to remedy defects; ability to plan and direct the work of a repair section, making effective use of labor and materials; ability to keep records and performance reports; extensive knowledge of the use of all types of shop tools and equipment of the trade; mechanical aptitude; physical condition that permits such activities as heavy lifting, bending, driving, and occasional work under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, completion of a recognized apprenticeship program leading toward a journeyman rank as an automotive mechanic, and three (3) years of automotive repair experience as a skilled mechanic, preferably including one (1) year in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. Must be certified by the State of Virginia to perform vehicle safety inspections. Must be willing to work assigned shift. May require a 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.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.