



Position Title: Working Foreman - Machinery Maintenance
Department: DPW
Reports to: Chris Deming – Operations Manager
Hours: Full-time (40) hours
Date: March 4, 2020
Salary: DPW – Class 7 - \$26.7948-\$32.6237

Summary:

Manages the repair, maintenance, and overhaul of automobiles, trucks and other specialized automotive equipment operated by the Department of Public Works and other Town Departments. Supervises and works with a small group of workers at a lower skill level. Makes work assignments, enforces safety regulations, maintains discipline, orders supplies and equipments, and reviews work during process and upon completion for compliance with accepted trade practices. Performs the same type of work as individuals supervised.

Supervision:

Works under the supervision of the Public Works Operations Manager who assigns work and inspects for proper completion and conformance with established policies and regulations.

Essential Duties and Responsibilities:

- Plan and implement short and long range preventive maintenance programs for vehicles & equipment.
- Monitor work performance, team effectiveness, information flow & communications, and work methods & standards.
- Maintains maintenance records of vehicles and mechanical, highway and utility work.
- Repairs, maintains and overhauls all types of motorized equipment and keeps equipment in running order.
- Assist PW Operations Manager and DPW Director in annual budget preparation and capitol improvement plan updates.
- Track and evaluate expenditures and provide periodic updates to PW Operations Manager and DPW Director of potential cost savings, emerging spending trends, and potential/actual problem areas.
- Investigate and resolve vendor, contractor, employee, department, and interdepartmental problems.
- Research, develop, and recommend training and skill building to enhance department performance.
- Ensure facility is operated in compliance with applicable environmental, health and safety standards.
- Ensure vehicles and equipment is safe to operate through safety inspections.
- Other duties as assigned including snow plowing and sanding during winter storms.

Qualifications:

- Knowledge of techniques, methods, standard practice, operations, and materials, tools and equipment used in maintenance management and the automotive mechanic trade.
- Knowledge of scheduling, inventory control, and maintenance management systems.
- Knowledge of standard supervisory practices and methods.
- Knowledge of occupational hazards and safety standards, environmental protection requirements, accident prevention programs, and hazard mitigation and avoidance programs.
- Skill in translating plans and strategies from supervisor into action at the functional level.
- Skill in analyzing issues and situations, and recommending effective solutions.
- Skill in implementing routine and complex short and long range plans.
- Skill in achieving goals and objectives.
- Skill in collecting data and employee input to make recommendations for improvements in systems and services.
- Ability to successfully and skillfully operate vehicles and equipment and perform functional maintenance work in all conditions.
- Ability to effectively coordinate, monitor, and complete multiple, ongoing projects, tasks, and assignments under demanding deadlines.
- Ability to communicate effectively with employees and the public
- Ability to understand, carryout and delegate, provide oral and written instructions, and to effectively utilize automotive diagrams, manuals, and digital/ web based information.
- Ability to keep and maintain extensive records.
- Minimum of five years of experience in heavy automotive equipment maintenance.
- Minimum of one year of supervisory experience or equivalent.
- Equivalent to graduation from a high school or trade school; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. High School/ GED graduate desired.
- Proficiency in computers and Microsoft software packages.
- Possess of a valid Class B Commercial Driver's License.
- Possess of a valid hoisting machinery license issued by the Commonwealth of Massachusetts.
- ASE certification desired.
- EVT certification desired

Physical Requirements Working Foreman Machinery Maintenance			
<u>PRIMARY</u>		<u>COGNITIVE AND SESNORY REQUIREMENTS:</u>	
LIFT up to 10 lbs:	Required	Talking:	Necessary for communicating with others.
LIFT 11-25 lbs.:	Occasionally required.	Hearing:	Necessary for receiving instructions and queries.
LIFT 26-50 lbs.:	Required	Sight:	Necessary to perform job effectively and correctly
LIFT over 50 lbs.:	Required	Tasting & Smelling:	Required
CARRY up to 10 lbs.:	Required		
CARRY 11 to 25 lbs.:	Required		
CARRY 26 to 50 lbs.:	Required		
CARRY over 50 lbs.:	Required		
CARRY over 100 lbs.:	Required		
REACH above shoulder height:	Required	<u>Other Physical Considerations</u>	
REACH at shoulder height:	Frequently required.	Twisting:	Frequently required
REACH below should height:	Frequently required.	Bending:	Frequently required
PUSH/PULL:	Frequently required.	Crawling:	Frequently required
		Squatting:	Frequently required
		Kneeling:	Frequently required
<u>DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:</u>		Crouching:	Frequently required
		Climbing:	Occasionally required
<u>Consecutive Hours</u>		Balancing:	Occasionally required
Sit:	1 2 3 4 5 6 7 8 - Varies Daily		
Stand	2 2 3 4 5 6 7 8 - Varies Daily	<u>HAND MANIPULATION</u>	
Walk	3 2 3 4 5 6 7 8 - Varies Daily	Grasping:	Frequently required
		Handling:	Frequently required
<u>Total Hours</u>		Torquing:	Frequently required
Sit	1 2 3 4 5 6 7 8 - Varies Daily	Fingering:	Frequently required
Stand	2 2 3 4 5 6 7 8 - Varies Daily		
Walk	3 2 3 4 5 6 7 8 - Varies Daily		
<u>Work Environment:</u>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is done under garage and field conditions which involve walking and climbing over uneven terrain; exposure to extreme environmental conditions such as sun, wind, dust, heat, cold, rain, and snow; exposure to insects, poison ivy, gasoline, diesel, and paint fumes; traffic; and moderate to high noise levels</p>		