



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: AUTOMOTIVE REPAIR FOREMAN

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 2180

PAY RANGE CODE: [12.3 MC](#) **REVISION DATE:** 8/27/15

NATURE OF WORK:

This is supervisory work in the operation of an automotive repair facility. Work involves overseeing the repair and maintenance of the City's vehicles and other automotive related pieces of equipment. It involves participating in the diagnosis of mechanical failures, planning and scheduling repairs, instructing mechanics on new or unfamiliar equipment or repair methods, assisting with difficult or complex repairs, and reviewing and evaluating completed work. It also involves overseeing the operation of the facility's parts room. Considerable independence is exercised in the performance of duties; however, work is subject to review by a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises automotive mechanics and servicers, including hiring, training, planning and assigning work, disciplining, and evaluating completed work.

Oversees and participates in the general overhaul, repair, and maintenance of light and heavy trucks, construction, maintenance and emergency equipment, fire apparatus, gasoline and diesel motors on tractors, bulldozers, graders, mowers, motorcycles, and other automotive and mechanical equipment.

Inspects equipment to be repaired, determines repair methods, writes repair orders, and inspects and tests completed work.

Orders repairs to be made by private repair shops, inspects and tests the completed work, and authorizes payment.

Oversees the operation of the facility's parts room, including the ordering, warehousing, and distribution of parts and supplies, and the maintenance of inventory records.

Maintains records and compiles reports of completed work, materials used, and costs of repairs.

Prepares schedules for the routine maintenance of equipment.

Assists in writing specifications for new equipment to be purchased.

Order fuel and maintain fuel inventory.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the assembly, operation, repair, maintenance, and adjustment of heavy, automotive, and related equipment.

Knowledge of the occupational hazards involved in the automotive repair trades and the safety precautions necessary to avoid them.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in locating and diagnosing defects in automotive equipment.

Skill in the use and care of hand and power tools.

Ability to plan, schedule, assign, and evaluate the work of subordinates, and to instruct them on new methods and techniques.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to maintain accurate, complete records.

Ability to research and prepare specifications for equipment to be acquired.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to reach, balance, bend, stoop, squat, kneel, crouch, stand, walk, push, pull, lift, type, or sit from 51 to 75% of the time, and to climb up to 25% of the time.

Ability to use up to fifty (50) pounds of force to move objects such as loading, unloading, and rolling large tires, and lifting cutting edges and other automotive parts up to 33% of the time, up to twenty (20) pounds of force from 34 to 66% of the time, and up to ten (10) pounds of force from 67 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Five years of experience as a journey level automotive and heavy equipment mechanic, including experience with gasoline and diesel powered equipment

SPECIAL REQUIREMENTS:

Must possess a valid Class 'A' commercial driver learner's permit within thirty (30) days of the date of employment.

Must possess a Class 'A' commercial driver's license with air brake endorsements by the end of the probationary period.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed both in an office and industrial building settings amid noise, with or near vibrating machinery and electrical currents, at times in high places or confined spaces, in conditions of fumes, odors, dusts, mists, or gases.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Calculator	Telephone
Hand and Power Tools	Automotive Testing Equipment	
Light and Heavy Vehicles and Automotive Equipment		

Previous Revision Date(s):

5/30/96

4/27/00

3/27/03