



Tuolumne Utilities District
Job Description
FLEET FOREMAN

POSITION:	Fleet Foreman	DEPARTMENT:	Operations
REPORTS TO:	Operations Manager		
PAY RANGE:	44	DATE PREPARED:	September 2007
INCUMBENT:			

General Description:

Under general supervision of the Operations Manager, plans, organizes and supervises the maintenance and repair of District vehicles and equipment. Oversees the California Highway Patrol's Biennial Inspection of Terminals (BIT) Program. Participates in maintenance and repair work.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to, the following:*

- Develops preventive maintenance schedules and repair procedures and standards to ensure compliance with regulations, reliability and safety of District fleet and equipment.
- Oversees the procurement of fleet maintenance supplies and materials.
- Plans, organizes, supervises, and evaluates the work of equipment mechanics.
- Performs preventive maintenance and repairs on automotive, heavy equipment, and diesel equipment, including automobiles, trucks, tractors, generators, power motors, and grounds maintenance equipment.
- Performs fabrication gas and electric-arc welding.
- Conducts skills and driving tests, following Department of Transportation requirements and standards. Complete and maintain associated testing frequencies and recordkeeping
- Prepares accurate and complete records and reports as required.
- Attends training, meetings, workshops, etc, as required to enhance job knowledge and skills.
- Evaluates fleet maintenance workload and recommends staffing levels to ensure maximum efficiency or maximum efficiency of life of vehicles and equipment.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Pertinent federal, state and local laws, codes, rules and regulations.
- Principles of supervision, training and performance evaluation.
- Principles, practices, tools and materials used in the maintenance and repair of vehicles

and equipment.

- Principles and methods used in a program of preventive maintenance for fleet vehicles and equipment.
- Fundamentals of welding and methods used in electric-arc and acetylene welding.
- Welding equipment and supplies.
- Safe work practices.
- Office practices and technology, including use of computers for data and word processing.
- Records maintenance and report writing techniques.

Ability to:

- Interpret and apply applicable federal, state and local laws, rules and regulations.
- Plan, organize, schedule, assign and review the work of others.
- Diagnose, troubleshoot, test, repair and perform preventive maintenance work on vehicles and equipment.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Provide instruction and leadership to mechanics.
- Read and write at the level required for successful job performance.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear; sit at a computer for a period of time; walk, stand, kneel, crawl, climb, lift, push and pull up to 75 pounds, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, equipment and machinery; and wear appropriate protective equipment, clothing, and respiratory protection equipment.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outside: Drive a vehicle and perform vehicle and equipment repairs and maintenance in a variety of weather conditions ranging from snow to 100°F.
- Inside: Majority of work is performed indoors in an open air environment.
- Fumes/Gasses: Exposure to various solvents, oil, gasoline, diesel fuel, and dust. Exhaust

fumes are mechanically controlled. Exposure to hot fluids under pressure. Fumes and gasses generated during welding processes.

- Noise/Vibration: Exposure to rotating live parts, i.e. fans, fan belts, etc., generators, compressors, pneumatic tools, and a variety of machine shop equipment and tools.

Other Requirements:

Education/Certification:

- Certified as a Master Automobile Technician and a Master Heavy-Duty Truck Technician by the National Institute for Automotive Service Excellence (ASE).
- Certified by the American Welding Society in pipe or plate welding.
- High school diploma or general education degree (GED).
- Must possess a valid Class A California driver's license, have a satisfactory driving record and be insurable by the District.
- Maintain DOT Employer Testing Program trainer status.

Experience:

Eight years of increasingly responsible experience in the repair and maintenance of gasoline and diesel powered vehicles and equipment. Prefer two years experience overseeing shop maintenance.

Special Testing:

Drug/Alcohol Testing: This position is subject to drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act of 1991, under the administration of the Federal Department of Transportation.

FIT Testing: Pass FIT test requirements of Respiratory Protection Program.

Work Hours:

7:00 am – 3:30 p.m., Monday through Friday. Subject to change as required to meet the needs of the District. Is subject to after-hours calls and unscheduled work. Must be willing to work overtime and/or alternate schedule when required.

I have reviewed and agree that this job description accurately reflects the position.

Supervisor's Signature

Date

Employee's signature

Date

Approved by General Manager: Approval Date: ____ / ____ / ____