



UNION JOB DESCRIPTION

TITLE: Transportation Shop Foreman

DEFINITION:

Provides leadership and direction for Transportation shop employees. Coordinates and prioritizes maintenance and repair activities of District vehicles and equipment under direction from the Sr. Transportation Shop Foreman and/or the Fleet Maintenance & Operations Manager.

DISTINGUISHING CHARACTERISTICS:

This is a leadership and working Foreman position as directed. Temporary relief for the Transportation Shop Foreman shall be from the Journeyman Utility Mechanic classification.

ESSENTIAL JOB FUNCTIONS:

1. Ensures and maintains alignment with District safety values and priorities.
2. Provides effective leadership including oversight, monitoring, maintaining work schedules and direction of assigned crew.
3. Proactively and effectively tie in and communicate current statuses with other shift foremen.
4. Manage shop workflow through communication, prioritization and planning.
5. Maintain focus on safety, customer service and production (such as job assignments, quality control, work performance of assigned personnel, efficient operations, logistics, work orders, etc.).
6. Establish and maintain effective professional working relationships with all coworkers and customers.
7. Receive and investigate complaints regarding equipment performance and create/implement action plan to address.
8. Administrates preventative maintenance program and records status.
9. Maintains records and issues various reports.
10. Advises and evaluates the progress of coworkers and assigned personnel.
11. Performs all functions of a Journeyman Mechanic.

OTHER RESPONSIBILITIES:

1. Performs other associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Safe work practices and procedures.
- Principles and processes for providing exceptional customer service.
- Leadership principles and cohesive team building.

MINIMUM QUALIFICATIONS: (continued)

Knowledge of: (continued)

- Oil spill safety and clean up processes and procedures.
- Safe and proper use of shop tools and equipment.
- Shop workflow and maintenance prioritization.
- Shop policies, processes and procedures.
- Various forms, reports and labor recording.

Ability to:

- Support and promote a top priority safety culture.
- Provide effective leadership and support to all staff.
- Create and promote a cohesive team atmosphere.
- Provide an exceptional level of customer service.
- Communicate effectively, both orally and in writing.
- Establish priorities, balance shop workloads and adapt to changing priorities.
- Demonstrate basic proficiency in computer applications for word processing, spreadsheets and emails.
- Demonstrate proficiency in the use and functionality of the fleet management information system.
- Prioritize, advise, and assign work to shop staff.
- Meet and work with persons outside the employment of the District.
- Identify and help resolve maintenance and personnel issues.
- Receive and carry out assignments.
- Adhere to District policies, procedures and the Collective Bargaining Agreement.
- Initiate tasks and work without close supervision.

Education/Experience:

- Six (6) years as a District Journeyman-level Utility Mechanic.
- Successful completion of the Transportation Foreman-in-Training curriculum.
- Pass a joint collaborative interview process.

License/Certification:

- Possess a valid Washington State Commercial Driver License (Class A).
- CPR First Aid card.

WORKING CONDITIONS:

- Work is performed in both indoor and outdoor environments in varying weather conditions.
- Employees risk physical hazard from working on and around heavy and light duty vehicles and equipment.
- Some exposure to chemicals, solvents, cleaners and fumes present in a shop environment.
- Must be able to lift and carry heavy tools, equipment and vehicle parts in excess of 75 lbs. on a daily basis.
- This position subject to varying shifts, long hours and 24-hour call out.