

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Fleet Maintenance Foreman I

**CLASS CODE:** 3266

### GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise automotive and/or heavy equipment repair, overhaul and maintenance functions and personnel.

### DISTINGUISHING CHARACTERISTICS:

This is a journey-level trade classification in the Trades Series – Mechanic Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for supervising automotive/equipment repair functions and personnel.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

### EXAMPLES OF WORK (Illustrative Only):

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Establishes preventive maintenance programs and schedules equipment for service.

Orders parts, materials, supplies and equipment for repair and maintenance functions.

Estimates repair and maintenance costs for projects/jobs.

Maintains work records.

Assists subordinate mechanics with more difficult and complex repair duties and projects.

Enforces workplace safety regulations.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Human Interaction:**

Requires the ability to persuade, convince, influence, train and monitor the work of subordinates in favor of a desired outcome. Requires the ability to act as a lead person.

#### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as engine diagnostic equipment, city vehicles and heavy equipment, mechanic's tools, drill press, welder, fork lift, hydraulic press, battery tester, steam cleaner, power washer, computer terminal, calculator and telephone. Ability to repair complex equipment and machinery.

#### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as safety regulations, work orders, equipment maintenance and repair manuals, diagrams/schematics, engine oil analysis reports, time cards, performance evaluations, personnel policies, purchase orders and parts manuals.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals; perform mathematical operations involving basic algebra.

**Functional Reasoning:**

Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards and toxic/poisonous agents.

**Physical Requirements:**

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials weighing fifty (50) to one hundred (100) pounds. Requires the ability to stand for long periods of time.

**Sensory Requirements:**

Requires the ability to recognize and identify individual characteristics of colors and odor to determine condition of fluids, shapes to distinguish objects clearly, sounds to determine if equipment is operating correctly and track down malfunctions, and textures to detect wear.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.