

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Equipment Shop Foreman

Class Code: 080463

Pay Grade: GJ

A. Purpose:

Manages maintenance and repair, and coordinates receipt and disposal of wheeled vehicles and industrial and construction equipment to ensure high quality, cost-effective vehicles and equipment; and continuity of equipment performance. Manages equipment shop and storeroom facilities and inventories to ensure an available, controlled, work environment with an adequate source of tools, shop equipment, parts and supplies.

B. Distinguishing Feature:

Equipment Shop Foremen prioritize and schedule equipment maintenance; plan and schedule work for staff; manage equipment shop and storeroom facilities and inventories; and supervise. Equipment Technicians install, diagnose, and repair computer and mechanical systems on vehicles and equipment; and set up new equipment. Equipment Mechanics install and repair mechanical systems and perform preventive maintenance on vehicles and equipment

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Manages equipment shop activities to ensure the most timely and effective sequencing of repairs and other tasks.
 - a. Prioritizes repairs.
 - b. Assigns work to staff.
 - c. Monitors work in progress and provides technical expertise as needed.
 - d. Coordinates repairs with vendors.
 - e. Assists maintenance staff by resolving equipment repair problems over the phone.
2. Oversees storeroom activities, inventories, and staff to maintain an available resource of parts and supplies.
 - a. Authorizes purchases.
 - b. Implements state purchasing policies and contracts.
 - c. Reviews invoices and vouchers and recommends payment.
 - d. Reviews bids for items not on contract.
 - e. Orders parts from nationwide vendors.
3. Maintains equipment files to provide a history of component numbers, repairs, etc.
 - a. Analyzes new equipment to obtain component numbers and other applicable data.
 - b. Establishes individual files on all equipment and lists pertinent data.
 - c. Updates files with all occurrences of repair, damage, preventive maintenance, etc.
4. Performs administrative work to comply with department policies and procedures.
 - a. Compiles annual shop and storeroom budget requests and monitors and authorizes expenditures of budgeted funds.
 - b. Participates in setting equipment standards and enhancing the equipment purchasing process.
 - i. Investigates new equipment.
 - ii. Evaluates existing equipment and identifies improvements.

- iii. Writes equipment specifications.
 - c. Reviews repair records and equipment conditions and recommends replacement.
 - d. Ensures shop waste disposal procedures meet state and federal requirements.
 - e. Oversees maintenance and upkeep of facilities and grounds.
 - f. Completes requisitions for shop equipment and supplies.
 - g. Conducts safety meetings and ensures procedures are followed.
- 5. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Conducts performance appraisals and completes performance documents.
- 6. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Operations Engineer. Supervises Equipment Technicians, Equipment Mechanics, Equipment Service Workers, Partsroom Technicians, and Partsroom Assistants.

E. Challenges and Problems:

Challenged to manage the repair and maintenance of large numbers and a wide variety of wheeled vehicles, and industrial and construction equipment. Further challenged to know proper repair procedures for each piece of equipment. This is challenging because it involves determining such things as acceptable levels of wear for mechanical systems; when it is more feasible to repair or replace; if equipment is safe to operate with partial repair and what the limitations are; safe operating levels; whether or not equipment may be expanded to allow more functions; etc.

Problems include diagnosing maintenance unit equipment malfunctions over the telephone; maintaining a balance between the department's repair needs and outside agencies' repair needs with limited time and manpower; locating vendors who can supply high quality supplies and repairs at a reasonable cost; and fitting the work required into the time allowed.

F. Decision-making Authority:

Decisions include the priority of repairs, whether it is more economical to repair equipment or replace it, staff work assignments, if the shop is full whether to send equipment to vendors or let it wait, whether equipment and parts have usable life left, which shop equipment to purchase, which vendors offer the most benefits, whether new equipment meets specifications, approval of budgeted expenditures, recommendations on approval of high-cost expenditures, who to hire, and disciplinary actions.

Decisions referred include final approval of recommended budget, overtime, high-cost repairs, and unbudgeted expenditures over a certain dollar amount.

G. Contact with Others:

Daily contact with commercial vendors to make arrangements for repairs, solicit bids, buy parts, and discuss new equipment and products; with other state agencies to schedule vehicles for repairs and make delivery arrangements; and with highway maintenance staff to discuss equipment problems and breakdowns.

H. Working Conditions:

Equipment Shop Foremen work in an office in an equipment shop. They are exposed to fumes, hazardous materials, noise, and moving equipment. They work on equipment at all angles and from underneath when providing repair evaluations and direction to staff and cataloging part numbers.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- personnel management and the practices of supervision;
- fiscal management procedures sufficient to prepare a shop operating budget and authorize expenditure of allocated money;
- the standard practices, methods, tools, and equipment of the automotive mechanics' trade;
- the principles of internal combustion engines, different drive trains, gear boxes, hydraulic systems, and electrical systems;
- the principles of automotive computer technology, diagnostics, and repair methods;
- occupational hazards and safety precautions of the mechanics' trade;
- state and federal guidelines governing safe handling and disposal methods for hazardous materials;
- department policies and procedures.

Ability to:

- effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines;
- develop procedures and determine the logical flow of work through the work unit;
- prepare budget estimates, maintain records, and prepare reports;
- plan, supervise, and coordinate the work of skilled and unskilled employees;
- delegate assignments to the most appropriate subordinate;
- communicate explicit expectations and standards of performance to subordinates and to follow up and evaluate work performed;
- diagnose equipment malfunctions and determine most effective corrective actions;
- operate heavy equipment.

J. Licenses and Certificates:

(Used for announcement purposes only.)

Incumbents must have a valid driver's license and must have or obtain a valid commercial driver's license (CDL) within sixty days of hire date to retain employment. The incumbent must have a Class A CDL with the tanker endorsement and no restrictions in order to operate any Class A vehicle that is a truck-tractor/semi-trailer, with manual transmission. The CDL must include an N endorsement (tank vehicle) for specific positions and must have no transmission restrictions.