

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: **Shop Foreman (Street Department)**

JOB STATUS: **Full Time**

PAY RANGE: **\$43,576.00 - \$76,024.00**

ANTICIPATED START DATE: Following successful completion of background check and drug screen

SYNOPSIS: This position is responsible for both the maintenance and preventive care of the City's automotive vehicles and equipment. Duties include keeping records, ordering parts, communicating with vendors, maintaining a safe and clean workshop, performing spot checks of equipment, fueling the fleet, and supervising other shop personnel. The incumbent works under the general supervision of the Street Superintendent.

QUALIFICATIONS:

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Completion of a trade school course in vehicular maintenance/equipment repair is preferred but not required.
- Must have a minimum of two (2) years of direct personnel supervision experience; Public Works experience preferred, but not required.
- Must have a minimum of three (3) years of paid experience repairing and maintaining heavy equipment and automotive vehicles, diesel as well as small engine repair.
- Must possess a valid driver's license and a driving record suitable for insurability.
- Hold a Class B (or higher) CDL or obtain within two (2) years from hire.
- Must be physically able to perform the essential functions of the position.
- Must possess computer skills necessary to perform the essential functions of the position: typing, digital completion and organization of paperwork, sending/receiving email, etc.

ESSENTIAL JOB FUNCTIONS

- Supervise shop personnel to include daily tasks and job assignments.
- Detecting and determining the cause(s) of mechanical, electrical, and hydraulic problems; correcting the cause(s) of the problems; performing related repairs as necessary, and in a timely manner.
- Performing routine preventive maintenance as recommended by equipment manufacturers.
- Operation of shop tools and equipment (large and small hand tools, power tools, tire machine, etc.).
- Moving vehicles and equipment in and/or out of the shop area, to and/or from Street Department facility.
- Using lifts to hoist vehicles and parts into place.
- Replacing hydraulic hoses, tool parts, clutch plates, worn or damaged street sweeping brooms, oil and oil filters, brake pads, and rotors.
- Performing maintenance on gasoline, diesel, and small air-cooled engines such as lawnmowers, weed eaters, chainsaws, and generators.
- Keeping accurate, complete, and timely records of all repair work performed.
- Performing welding, acetylene burning, brazing, and soldering as required.
- Performing general labor and cleaning related to maintenance equipment.

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- Keeping the work area neat and organized as necessary for efficient job performance.
- Ordering, picking up, and/or unloading various types of supplies from vendors.
- Perform other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of the operation and repair of both gasoline and diesel engines.
- Extensive knowledge of the operation and repair of manual transmissions, drive trains, brakes, suspensions, and steering for law enforcement, fire department, and assorted emergency/city vehicles and equipment.
- Extensive knowledge of hydraulic operations/repairs as related to pumps, controls, and transmission devices.
- Extensive knowledge of the servicing and repair of air brakes and systems.
- Knowledge of fabrication, including cutting, welding, machining, or anchoring metal components together to meet unique specifications.
- Extensive knowledge of electronic components as ~~it is~~ they are related to automotive vehicles and machinery.
- Considerable knowledge of and/or the ability to learn about occupational hazards and safety precautions.
- Ability to read and comprehend repair manuals and/or written instructions and/or oral instructions for repair work to be performed.
- Ability to maintain accurate, complete, and timely records for repair work performed.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Willingness to attend classes, study, and learn additional skills as needed.

BENEFITS AVAILABLE FOR FULL TIME POSITION

- BCBS Health/Dental (single coverage paid by City)
- EMC Life Insurance (paid by City)
- Retirement through RSA (with a City match)
- Vision Plan
- AFLAC
- Sick leave (accrued when paid bi-weekly)
- Vacation (after successfully completing 1 year probation)
- Direct Deposit
- Paid Holidays

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
 - A current City of Pell City employment application
 - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications will not be considered.
4. The applicant may be required to submit employment verifications from current and prior employers prior to a job offer being made.
5. Application forms may be downloaded at our website: www.Pell-City.com or City Hall and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: PC_HR@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.