

Notice of Vacancy

Shop Foreman

Grade: X - \$10.51 – \$18.17

Location: Road and Bridge Maintenance Shop
Dale County Commission

Reports To

County Engineer

Job Summary

Supervises and directs the maintenance and repair of all types of equipment including small power tools, automotive equipment and heavy construction equipment.

Duties and Responsibilities

Maintains records of all repairs and maintenance, assigns the work to mechanics and support personnel, and inspects all completed work.

Orders needed parts, materials and supplies required to operate, repair and maintain county equipment.

Performs mechanic duties when necessary.

Maintains the general upkeep of the mechanic shop and the tools and equipment necessary to operate the mechanic shop.

Keeps an accurate inventory of parts, tools and materials (fuels, lubricants, etc.) necessary to operate the mechanic shop.

Conducts safety meetings, inspects shop for safe working conditions.

Assists in preparing specifications for new equipment and diagnoses causes of equipment failure.

Maintains time records for shop employees, reprimands employees if necessary and recommends disciplinary action to the Superintendent and the County Engineer.

Other duties as required.

Education

High School diploma or equivalent.

Work Experience

Ten (10) years paid experience working as a lead equipment mechanic or mechanic supervisor. Must have a thorough knowledge of the principles of operation of all types of equipment including power hand tools, automotive and heavy construction equipment.

Must have a thorough knowledge of the practices and techniques of safe, efficient equipment repair and the safe use of mechanic's tools and shop equipment.

Licenses

Valid Alabama Commercial Drivers License (Class A) and a good driving record. Must be insurable.

Preferences

Must be skilled in the use of tools and shop equipment used in repairing and maintaining all types of equipment.

Must have the ability to plan and supervise the work of skilled mechanics and keep shop records.

Must be able to maintain and understand technical manuals and assist in their use.

Must be able to understand and follow oral and written instructions.

Must be able to communicate effectively with supervisors and co-workers.

Must be skilled in the use of computers in keeping records and inventory.

EQUAL OPPORTUNITY EMPLOYER

Applications can be obtained at the Dale County Road and Bridge Department, 202 S. Highway 123, Suite A, Ozark, Alabama, between the hours of 7:00 a.m. - 3:30 p.m. Monday – Friday.