

CITY OF SHELTON JOB POSTING 08222024

LOCATION: HIGHWAYS & BRIDGES

TITLE: WORKING FOREMAN (MECHANIC)

HOURLY RATE: \$37.11

GENERAL DESCRIPTION:

The Working Foreman performs highly skilled and supervisory mechanical work involving hands-on tasks and foreman-type oversight. This role includes supervising and participating in the maintenance, repair, and reconditioning of motor vehicles and other power-driven equipment essential to municipal operations. Responsibilities encompass corrective and preventive maintenance, planning work schedules, arranging work details, and preparing maintenance reports. The Working Foreman ensures that all tasks are completed efficiently and to the highest standards.

SUPERVISION RECEIVED:

Receives direct supervision from the Shop Foreman and indirect supervision from the Superintendent of Highways and Bridges or their designated representative.

SUPERVISION EXERCISED:

Directly supervises mechanics, welders, and other personnel involved in equipment maintenance. May delegate immediate supervisory tasks to lead mechanics while retaining overall responsibility.

EXAMPLES OF DUTIES:

- Oversees and participates in all mechanical repair work for public works and related equipment.
- Diagnoses issues and determines repair needs. Assigns tasks, inspects work for satisfactory completion, and conducts road tests as needed.
- Supervises the work of mechanics, welders, and other skilled or semi-skilled workers in the maintenance division below the Working Foreman level.

This position description is not intended to be a comprehensive listing of all duties and responsibilities and does not constitute a contract of employment.

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- Advises on required repair parts, tools, and supplies for assignments. Performs related work as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive mechanical maintenance and repair methods, tools, and equipment knowledge.
- In-depth understanding of internal combustion engines, hydraulics, electric motor controls, and related equipment.
- Ability to establish and maintain effective working relationships with employees.
- Ability to follow oral and written instructions.

QUALIFICATIONS:

- High school diploma or equivalent.
- At least ten (10) years of experience maintaining complex public works or construction equipment;
- OR
- Graduation from an accredited trade school specializing in motor vehicle and heavy equipment repair, plus five (5) years of experience with complex public works or construction equipment;
- OR
- Any equivalent combination of education, experience, and training.

ADDITIONAL REQUIREMENTS:

- Availability for extended hours during weather emergencies or other unusual circumstances.
- Valid Connecticut driver's license.

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PROBATIONARY PERIOD:

Six (6) months

CLASSIFICATION:

IBT UNION LOCAL 145

APPLICATION CLOSING DATE: Applications will be accepted until 5:30 p.m., Monday, September 9, 2024, at Shelton City Hall's Human Resources Office on the first floor, 54 Hill Street, Shelton, CT 06484.

Note: This description outlines essential duties and qualifications for the role but does not cover all job requirements.

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