



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: LIGHT FLEET FOREMAN **SCHEDULE:** A
DIVISION: ROADS & FLEET
DEPARTMENT: CIVIC OPERATIONS

JOB SUMMARY:

Reporting to the Supervisor, Fleet & Shop Operations, the incumbent provides leadership to skilled trades staff in the Automotive Fleet Operations section. The position is responsible for assigning, supervising and evaluating the work of staff; coordinating projects with other City employees; coordinating preventative maintenance programs; and proactively contributing to the division's short term and long range plans. There is an emphasis on cooperation, communication, and providing professional, responsive customer service. Considerable independence and judgement are required in dealing with workplace problems and issues. This is a working foreman's position and the incumbent is expected to work as a Mechanic on a regular basis. Performs related duties as required.

MAJOR RESPONSIBILITIES:

Under general supervision of the Supervisor of Fleet & Shop Operations:

Supervises the work of the Automotive Fleet Operations section by:

- coordinating, assigning, directing and inspecting work including the RCMP Post Garage;
- monitoring work flow, setting priorities and coordinating the cross-shift work assignments;
- ensuring that safe work practices are followed and rectifying any unsafe or potentially unsafe situations;
- assisting with hiring, performance planning and reviews, and disciplinary programs;
- orienting, training, coaching and providing leadership to staff;
- assisting with a variety of shop operation tasks.

Engages in planning activities by:

- scheduling work on a daily, weekly, monthly and annual basis;
- setting up and monitoring various maintenance programs and schedules;
- working in conjunction with the supervisor to develop and implement short-range and long-term priorities;
- planning and coordinating equipment, tools and materials needed for the sections;
- liaising with divisional Supervisor and other City divisions to coordinate light fleet repairs, projects and resources;
- assisting the supervisor with planning and preparing for major repairs to be performed by outside service providers;

- preparing, submitting and implementing a variety of work plans;
- providing input from an operational perspective on policies and procedures; and
- developing recommendations for improved customer service and work efficiencies.

Performs administrative functions by:

- assisting with budget development and ongoing maintenance of the annual operating and capital budgets;
- invoicing, as required;
- reviewing and approving staff timesheets;
- preparing a variety of reports concerning operational activities;
- requisitioning materials and supplies and monitoring use of same by divisional staff;
- monitoring flex time agreements and overtime distribution;
- dealing with manufacturer warranty issues;
- assisting with the development of trades training and scheduling staff training;
- responding to a wide variety of customer inquiries and requests with courtesy and tact.

QUALIFICATIONS:

Education: Completion of Grade 12. Trade Qualification or Journeyman's Ticket in Automotive Mechanics. Valid C.N.L.P. ticket.

Experience: A minimum of five (5) years of directly related experience in automotive repair. Experience with budget preparation, project coordination and planning activities. A minimum of two (2) years of supervisory experience in a unionized environment.

Knowledge and Skills: Considerable knowledge of the theory, practices, methods and techniques used in a municipal fleet repair facility. Ability to lead, train, supervise, and evaluate staff. Considerable knowledge of occupational hazards, safety procedures and applicable safety legislation. Demonstrated ability to use and operate the tools and equipment used in the trade in a safe and efficient manner. Exceptional ability to self-motivate and function with a minimum of direction. Sound judgement and decision making abilities. Ability to define problem areas, establish work methods and to plan, assign and monitor tasks. Ability to estimate the time, equipment, materials and personnel needed to complete specific tasks and projects. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to customer service. Strong organizational and time management skills. Ability to foster and maintain positive, cooperative working relationships with other City employees. Ability to understand and effectively carry out written and oral instructions with a minimum of supervision. Ability to facilitate problem resolution. Excellent interpersonal skills deal with internal customers, contractors, suppliers and the public. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Excellent verbal and written communication skills. Ability to work from written orders, blueprints, and sketches. Basic knowledge and the ability to operation a computer in a Windows-based environment. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License: Yes – Valid BC driver's license, Class 5
Vehicle Usage: Yes – City owned vehicles
Police Information Check: Yes
Baseline Hearing Test: Yes

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