

**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

DRAFT **FINAL**

Position Title: SHOP FOREMAN	Department: Highway
Immediate Supervisor's Position Title: Highway Commissioner	FLSA Status/Pay Classification Code: Non-Exempt
Original Description Date: January 2012	Revised Date: April 2016
Oversight Committee: Highway	Approved Date:
Approved by: Human Resources	Approved Date: HR-4-15-16

Job Summary:

The Highway Shop Foreman is responsible for the construction and repair, overhauls and maintenance of all light and heavy duty related equipment contained in Highway Department. All work and duties are performed under the supervision of the Vilas County Highway Commissioner.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs the maintenance and repair of Highway Department equipment including but not limited to trucks, graders, backhoes, brushers, chain saws, movers, bulldozers, front end loaders and so forth. Installs, repairs, constructs, develops and calibrates a variety of machine tools, dies, jigs, gauges, and gears necessary for the upkeep and maintenance of shop equipment.
2. Keeps the Commissioner informed of any problems that may arise with the buildings and equipment. Prepare detailed reports on any costs associated with the repair that may be needed.
3. Manages and directs mechanics and other designated personnel, which includes evaluation and discipline as necessary. Enforces Highway Department and County work rules, policies, and State and Federal laws and rules.
4. Once projects and or work to be completed are known, plans, assigns and directs employees and materials to the job and monitors the work through to completion.
5. Prepares specifications for the purchase of equipment, assists in the bid process including review of bids and making recommendations to the Highway Commissioner and/or Highway Committee.
6. As directed, negotiates with vendors and sellers or may direct others to do the same in the purchase of equipment or parts.
7. Maintains the proper maintenance records of all vehicles and equipment and schedule routine preventative maintenance as necessary.
8. Prepares and submits appropriate reports to the designated parties as required.
9. Reviews time slips of employees being supervised to ensure that time and materials are charged out correctly
10. Ensures all safety related rules, regulations and reports are followed correctly, accurately and promptly.
11. Shares on-call duties. When on-call, before and during inclement weather situations, the Foreman obtains current weather information, decides who to call and/or assign to road operations using established procedures, determines routes to take, amount of material to apply, operates equipment in an emergency, and all other facets associated with inclement weather.
12. Responds to inquiries from law enforcement agencies, town, county and state officials and the public.
13. All other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major field of study or emphasis: Trades-Auto/Diesel Mechanic
<input checked="" type="checkbox"/> 2 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

B. Licensure/Certification:

<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
Possession of valid Class B Wisconsin Commercial Driver’s License upon hire with attainment of a Class A license with N and Air Brake Endorsements within six (6) months of hire date. ASE Refrigerant Recovery and Recycling Certification required. Other related ASE certifications desired. An applicant’s driving record for the five (5) years prior to date of hire will be reviewed. A revocation, suspension, or the accumulation of six (6) or more demerit points in that period may be grounds for disqualification.

C. Required Work Experience:

<input checked="" type="checkbox"/> In addition to Education/Licensure <input type="checkbox"/> Instead of Education/Licensure
Must 4 to 6 mechanical/welder experience with light and heavy duty equipment. Must have set of basic mechanical tools. Experience in road construction and snow plowing.

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- Considerable judgment in setting priorities, scheduling work, record keeping and determining appropriate repairs.
- Knowledgeable of equipment repair, maintenance procedures, snow plowing operations, and the use of highway equipment.
- Knowledgeable about hazards and safety precaution programs and techniques.
- Ability to plan, organize, direct, and monitor projects and people.
- Ability to read and interpret specialized drawing, sketches and diagrams.
- Ability to use shop mathematics, charts, tables and handbook formulas.
- Ability to perform high precision work with hand or power driven machine tools.
- Mechanical and welding aptitude for maintaining and servicing of light and heavy duty equipment.
- Knowledge of metal lathes, vertical milling machine, welding and other machine shop tools.
- Exercise judgment to diagnose trouble tear down and determine necessary repair of equipment.
- Ability to operate a computer and necessary software packages.
- Ability to establish and maintain effective working and public relations; ability to read, write, understand, follow and issue oral and written instructions; and the ability to keep neat, clear and accurate records.
- Ability to calculate figures and amounts such as proportions and percentages.
- Ability to apply concepts such as fractions, percentages, and ratios to practical situations.
- Ability to solve practical problems and deal with a variety of situations.
- Ability to interpret a variety of instructions furnished in written, oral or schedule form.
- Ability to make good independent decisions.
- Over 50% of the work is spent sitting, hearing, using far vision, and low handling. A lesser amount of time (35%) is spent standing, walking, feeling, talking, using near vision, low lifting up to 50 lbs., low pushing/pulling, and medium handling. Stopping, kneeling, crouching, climbing (using legs and feet), reaching, balancing, bending/twisting, medium/high lifting up to 100 lbs., low/medium carrying, medium pushing/pulling and low fingering is done to a lesser degree (10% of the time). In non-routine conditions (5% of the time), crawling, running, climbing (using legs and arms for support), very high lifting over 100 lbs., high/very high carrying, high/very high pushing/pulling, high handling and medium/high fingering are necessary.
- Over 80% of the work is performed inside. Working in extreme cold, extreme heat, noise, and experiencing dramatic shifts in falling temperature occurs 10% of the time. Hazards from fast moving vehicles, working inside, dramatic shifts in rising temperature, humid conditions and vibrations occur 10% of the time. In unusual situations, wet conditions are present as well as many hazards – mechanical, electrical burns, and

heights over 12 feet. Fumes, mist gases, odors, dust, poor ventilation and being in a physically confining area are also present in unusual situations.

SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
Mechanic Machinist	1
Mechanic	1
Parts Person	1

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.