



City of Ishpeming - Position Description (Assistant Foreman Chief Mechanic)

PD#: PW-ISH-0002

Replaces PD#: _____

Organization Title: City of Ishpeming Assistant Foreman Chief Mechanic
Position Location: City of Ishpeming
State of Michigan
County of Marquette

POSITION CLASSIFICATION

POSITION:

The Chief Mechanic is a Non-supervisory-union position, hired and employed under the general supervision and direction of the General Foreman. The Assistant Foreman Chief Mechanic plans, coordinates, develops, and directs a complete program of Mechanic and Fleet Management services to ensure the continuous, safe and efficient operations of city vehicles and powered equipment. The Chief Mechanic establishes and administers departmental policies, procedures, and regulations pertaining to Mechanic and Fleet Management activities, equipment operation, preventive maintenance, fuel card usage, and overall departmental administration of these programs.

CITATION:

Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR POSITION: General Foreman **REVIEWED DATE:**

CLASSIFICATION REVIEW: This position has been classified/graded as required by the City of Ishpeming DPW Employees, Chapter of Local #1282, Affiliated with Michigan Council #25, AFSCME, AFL-CIO, in the City of Ishpeming, Marquette County, Michigan, and is consistent with the most applicable published standards.

Position Information	Conditions of Employment	Position Assignment
FLSA - EXEMPT	Drug Test Required – Yes	Full - Time
Primary Work Role – Mechanic	Financial Management Certification – NO	Full Potential
Additional Work Role 1 – Council Meetings	Essential Designated – YES	Probationary 180 Days
Additional Work Role 2 –	Required Access to Firearms – NO	
Interdisciplinary – No	Personal Reliability Screening - NO	
Security Access – No	Vaccination – YES Influenza	
FLSA Appeal – NO	Financial Disclosure – YES	
Supervisory Status – No	Lautenberg – NO	

SUPERVISORY CONTROLS: Works under the direction of the General Foreman who provides oral and written instructions and relies on the incumbent to direct the accomplishment of assigned work operations within the limits of established policies and basic operation schedules. Completed work is evaluated for overall effective and economical use of personnel, equipment, materials, and methods to meet operational goals and quality standards.

The Assistant Foreman Chief Mechanic directs the planning, organizing, staffing, and management of all Mechanics functions for two subordinate mechanics. Participates in the interviewing and selection of new employees from job postings and outside of organization applications.

MAJOR DUTIES: Serves as the municipal subject matter expert for the Mechanic and Fleet Management including establishing policies and procedures, and priorities and deadlines relative to maintenance and / or fleet management operations. Utilizes knowledge, theories, techniques and concepts gained from experience in making modifications or deviations from established standards and in making recommendations, decisions and commitments regarding maintenance management operations. Investigates and analyzes problems encountered. Plans and coordinates all maintenance and fleet management services including necessary coordination. Completed work is reviewed by the General Foreman for overall feasibility, compatibility and effectiveness in meeting objectives.

1. PLANNING. Serves as Chief Mechanic / Maintenance Specialist in Fleet management, establishing policies and procedures with the responsibility of integrating the supply, maintenance and transportation functions into a unified municipal maintenance program. Responsible for the planning, supervision, management, and execution of all levels of the municipal fleet maintenance operations. Provides direct input to the General Foreman and the City Manager on fleet sustainment and modernization programs. Plans, assigns, and directs work to be accomplished. Establishes work priorities and reviews work of assigned personnel in-progress and upon completion. Provides guidance, assistance, counsel and instructions to personnel on work related and administrative matters. 15%

2. WORK DIRECTION. Responsible for analysis of organizational-wide fleet readiness in terms of equipment status, supply support capabilities, and regulatory policy and guidance necessary to achieve the highest level of equipment readiness. This position requires interaction in one or more of the following areas: supply, requisitions, repair management, logistical systems management (PubWorks), maintenance, field maintenance programs; Serves as a fleet specialist for maintenance assisting city staff and directorate leadership with various problems, delays or negative impact requiring resolution, assistance or guidance. Ensure equipment, components, and parts availability, requisition status, work order status, readiness replacement/repair turnaround times, trends, adequacy of maintenance and repair, and short-term planning for mission support or operations (includes leasing). Makes recommendations to the General Foreman. Compiles data which describes such factors as equipment, components, and parts, location and availability, readiness rates, breakdown rates, replacement/repair turn-around times, trends, adequacy of maintenance and repair, short-term planning for mission support or operations, etc. (20%)

3. ADMINISTRATION. Performs the full scope of delegated personnel management responsibilities. Supervises as the first-line supervisor for a workforce of 2 personnel. Recommends promotion or reassignment of subordinates, makes formal appraisals of their work performance, and determines training needs for all levels of subordinate workers. Plans, assigns, and directs work to be accomplished through subordinate sections. Establishes work priorities and critically reviews work of assigned personnel in-progress and upon completion. Provides guidance, assistance, counsel and instructions to personnel on work related and administrative matters. Plans and carries out the training and development of employees. Maintains, updates and makes reports regarding all City fleet equipment. Plans are recorded, as appropriate, with Local Officials. (15%)

4. MECHANICAL WORK. Serves as the Assistant Foreman Chief Mechanic in all areas of fleet maintenance. Modifies, repairs, troubleshoots, tests and makes other major repairs of systems on equipment and vehicles powered by internal combustion

engines (gasoline, butane, diesel, or multifuel) types of equipment repairs include construction and industrial equipment. Performs the following duties in the repair of these vehicles and equipment: Must know the mechanical make-up, operation and working relationships of a variety of heavy, light and small engine systems, assemblies and parts including major systems. Ability to detect faulty items, determine causes of malfunction and the best repair methods. Applies skill in measuring, fitting, and installing needed components such as pistons, valves, cylinders and gears to appropriate tolerances. Skills to connect, mesh, align and adjust components or systems to assure proper alignment and operation. General knowledge of how electrical, electronic-controlled and other non-mechanical systems tie in with and affect the operation of mechanical systems. General knowledge and troubleshooting skill to determine the mechanical and electrical defects which cause engines, transmissions, hydraulic systems and other major systems and their components to fail to operate or perform to specifications and requirements. Ability to use technical manuals, illustrations, specifications, diagrams, and schematics in overall duties. Skill to use welding, painting, and straightening equipment to repair small cuts and holes in damaged body components. Skill to use shop machinery and hand tools common to the trade. 50%

- a. Removes, disassembles, and determines the extent of repair, rebuilding or replacement required.
- b. Reassembles, adjusts, tests, reinstalls equipment, and makes final adjustments to air and liquid cooled engines, transmissions, mechanical and torqueomatic cross-drive; differentials and final drives; suspensions and brake systems; power and mechanical steering systems; electrical systems (12 and 24 volts); hydraulic, pneumatic and mechanical utility systems and electrical controls. Work involves repairing, rebuilding, and installing rings, pistons, main bearings, connecting rods, carburetor, fuel pumps, valves, crank shafts, timing gears, distributors, generators, alternators, starter injection and ignition systems, and other electrical and mechanical systems, units and components related to heavy duty mobile equipment.
- c. Where municipal capabilities are not available, coordinates for outside services and repairs. Similarly, leased vehicles are scheduled for service and maintenance as appropriate within the conditions of the lease agreement.

5. PROGRAM CONTROLS. Must be familiar with and be able to provide oversight and direction in several key program areas.

- a. Specialized experience in Heavy Equipment Maintenance and Repair
- b. Specialized experience in Light Equipment Maintenance and Repair
- c. Specialized experience in Small Engine Equipment Maintenance and Repair
- d. Knowledge of Fleet Management operations and use of various tools for recording, monitoring and reporting of lifecycle and operational management.
- e. Knowledge of fueling operations, to direct a fleet fuel program management

- f. Knowledge and Experience in preparing and enforcing policies to establish a culture of health and safety.
- g. Must be capable of working in a shop or field environment (including emergency on-site repairs)

CONDITIONS OF EMPLOYMENT.

1. This position is Essential. In the event of an emergency, or other unforeseen event(s), you may be recalled or requested to continue to perform your essential duties for the duration of the event(s)..
2. Must have a minimum five years' experience working in a mechanic shop.
3. Must be able to obtain / maintain a Commercial Driver's License
4. The incumbent may be required to work extended hours both scheduled and unscheduled.
5. This position is covered by the Alcohol and Drug Abuse Prevention and Control Program. The incumbent is required to sign a Form (Condition of Employment for Certain Positions Identified as Critical under the Drug Abuse Testing Program) and must pass urinalysis testing as required prior to appointment and periodically thereafter.

MINIMUM QUALIFICATION REQUIREMENTS.

A minimum of two years independently operating as a mechanic in either small engine repair or as a light/heavy equipment mechanic.

Five or more years of progressively more responsible experience in a related field.

Valid State of Michigan Vehicle Operator's License / Driver's License.

Thorough knowledge of the principles, practices, and techniques of municipal public works, mechanic, maintenance and fleet management operations.

Considerable knowledge of State and Federal laws, local ordinances, and the limitations on municipal workers to effectively advise subordinates and meet public work requirements.

Skill in the use of Department vehicles and equipment, including maintenance equipment, specialized parks equipment and public utility distribution systems.

Skill in compiling and evaluating complex data and formulating policy and service recommendations.

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Skill in the use of standard office equipment, including computers and related software.

Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

Ability to maintain accurate records and prepare comprehensive reports.

Ability to maintain discipline, lead and command employees effectively under challenging conditions, and work effectively under stress and within deadlines and changing work priorities.

Ability to exercise good judgment, initiative, resourcefulness, and maintain effective working relationships with the public, other municipal professionals, the media and City officials, administrators, and employees.

Ability to work shifts of varying lengths and different times of the day, including weekends and holidays, as necessary.

Ability to travel to other locations and respond to emergencies on a twenty-four (24) hour basis (under agreed recall procedures).

FLSA COMMENTS/EXPLANATIONS:

DUTIES OF THE POSITION MEET THE EXECUTIVE EXEMPTION CRITERIA SET FORTH IN 5 CFR 551.

EXECUTIVE EXEMPTION:

- a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
- b. Customarily and regularly directs 2 or more employees, AND
- c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have weight.