

**J O B O P P O R T U N I T Y
C I T Y O F M A N S F I E L D , O H I O**

ORDINANCE 18-001

POSTING DATE: 06/19/18
DEADLINE DATE: 06/25/18

FOREMAN

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **VEHICLE REPAIR AND MAINTENANCE DIVISION:**

POSITION
Foreman

ANNUAL SALARY RANGE
\$28,500 - \$52,500

GENERAL STATEMENT OF DUTIES:

Under general supervision, functionally supervises vehicle repair and maintenance personnel in vehicle maintenance and repair and performs other related duties as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Functionally supervises vehicle repair and maintenance personnel; assists in assigning tasks and ensuring work complies with standards; assists in planning work schedules and projects; provides on-the-job training and instruction of assigned personnel; enforces personnel policies; issues oral and written warnings; may hear and resolve grievances.

Oversees and performs vehicle maintenance and repair tasks; supervises operation of and performs maintenance and repair of automobiles, trucks service equipment and related systems; oversees and ensures work complies with established safety procedures; discusses job requirements with and receives and communicates detailed instructions from supervisors; makes and adjusts individual work assignments; requisitions necessary equipment and materials; prepares and maintains time and material and work records; notifies supervisor of emergencies.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of (1) city and division policies and procedures, (2) safety practices and procedures, (3) vehicle inspection, maintenance and repair, (4) heavy equipment operation inspection, maintenance and repair, (5) supervisory principles and practices, (6) employee training and development Skill in: (7) gasoline, diesel, hydraulic, air and electrical motors, parts and systems. Ability to: (8) carry out detailed written and oral instructions, (9) deal with problems involving several variables within familiar context; (10) read, copy and record figures accurately, (11) communicate effectively, (12) develop and maintain effective working relationships, (13) perform heavy manual labor.

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of secondary education or equivalent and five years of progressively responsible experience in mechanical maintenance and repair, or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

LICENSE/CERTIFICATION REQUIREMENTS

You must have a valid Ohio Driver's License and a valid Class B Commercial Drivers License.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYEE." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY. NONJOB (94)