

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT (TRANSPORTATION DIVISION)

#### BODY SHOP FOREPERSON

##### Summary of Duties:

Under the general supervision of a Maintenance Supervisor, the Foreman/Woman I is responsible for the control and safety of the body shop work group within the Maintenance Division; as well as maintaining a cohesive relationship with other work groups in order to achieve the high standards and objectives of the Maintenance Division.

##### General Duties:

Plan, schedule, assign and direct the quality and quantity of work performed to achieve optimal standards.

Establish efficient and cost effective work methods and repair procedures.

Analyze data to prevent failure and to improve maintenance procedures.

Prepare estimates for repairs, modifications, projects, etc.

Think, act and promote employee safety.

Ensure compliance with Company/Division rules, regulations, procedures, policies and safe working practices.

Collect, complete, verify and forward personnel information such as time sheets, vacation schedules, accident reports, etc.

Maintain and/or collect information for records.

Perform some minor repair/service work on an as required, time available basis.

Attend meetings, training courses, etc. as required.

Assist the Maintenance Supervisor as required.

NOTE: The duties and relationships outlined in this description are intended to cover only significant responsibilities. Other duties which are related to the major responsibilities of the job may be assigned from time to time by the Supervisor.

##### Qualifications:

1. At the time of application, must possess and maintain a valid 310B, Auto Body Repairer Trade Licence.
2. Must possess and maintain a Class "G" Driver's Licence valid in the Province of Ontario and a point-free driving record and or record found to be satisfactory to the City of Hamilton. Must already possess or be able to obtain and maintain a valid Ontario Driver's Licence Class "C" with a "Z" endorsement.
3. Possess post-secondary courses in related technical areas and/or demonstrated technical knowledge of vehicle body repair, paint and upholstery.
4. Extensive knowledge and understanding of the following:

- W.H.M.I.S. Legislation
  - Occupational Health & Safety Act and Regulations for Industrial Establishments
  - Ontario Human Rights Code
  - Motor Vehicle Safety Standards
5. Must already possess or be willing to obtain and able to maintain First Aid and CPR certification.
  6. Ability to motivate and lead employees in the work group.
  7. Successful completion of a supervisory training program and/or demonstrated supervisory experience a definite asset.