

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(TRANSIT DIVISION - LOCATION – MOUNTAIN TRANSIT CENTRE, 2200 UPPER JAMES ST.)

### ELECTRICAL FOREPERSON - ATU 107

#### SUMMARY OF DUTIES

Under the general supervision of a Vehicle Maintenance Supervisor, the Foreman/Forewoman is responsible for the control and safety of a functional 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.

The Electronics Foreman/Woman provides front line supervision, discipline and administration to the work group under their control.

#### GENERAL DUTIES

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

Monitors staff to ensure compliance with all corporate and divisional policies including safer working practices.

Create new and view existing work orders regarding buses and rebuilt components.

Diagnose and rebuild electronic components to fill purchase orders.

Check status of rebuilt component orders and inventory on hand.

Collect, complete, verify and forward employee information regarding time cards, vacation and time off requests.

Establish efficient and cost effective work methods and procedures.

Analyze data to prevent failure and to improve maintenance procedures.

Prepare estimates for repairs, modifications, projects 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.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other related duties as assigned which are directly related to the major responsibilities of the job.

#### QUALIFICATIONS

**Job Description #: 677**

1. Must possess a certificate of Apprenticeship in a Electrical/Electronic (related to Automotive components such as Electrical Engineering Technician Power Apprenticeship) and or a Trade Licence in the vehicle or electrical maintenance area.
2. Post Secondary School courses in related technical areas and/or extensive demonstrated technical knowledge of vehicle electronics maintenance.
3. Specific technical knowledge, training and/or experience in one or more of the following areas: multiphase AC and DC distribution and control; DC tractive power; 12V/24V vehicle electrical systems; electronic equipment and systems; microprocessor control; communications equipment.
4. Must be able to maintain First Aid and CPR certification.
5. Ability to motivate and lead employees in the work group.
6. Willing to take courses to stay current in the applicable electrical and electronic areas.
7. Successful completion of a supervisory training program and/or demonstrated supervisory experience.
8. Possession of a valid Class "D" Ontario Driver's Licence with a "Z" endorsement a definite asset.