

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENERGY, FLEET & FACILITIES MANAGEMENT DIVISION – FLEET SERVICES – LOCATION – CENTRAL GARAGE, 330 WENTWORTH ST. N.)

FOREPERSON I - MECHANICAL REPAIR - CUPE 1041

SUMMARY OF DUTIES

Under the general supervision of the Garage Superintendent, is responsible for the supervision and co-ordination of maintenance activities, vehicle and equipment maintenance facilities within the Energy, Fleet & Facilities Division, as well as maintaining a cohesive relationship with the other operating divisions. The Foreperson I provides front line leadership and administration for the garages.

GENERAL DUTIES

Plans, schedules, assigns and directs the quality and quantity of work performed to achieve optimal performance and reliability of equipment.

Establishes efficient and cost effective work methods and repair procedures.

Analyzes procedures and data and makes recommendations to prevent failure and to improve performance.

Prepares estimates for repairs, modifications, projects, etc.

Thinks, acts and promotes employee safety.

Ensures compliance with Provincial/Corporate/Division rules, regulations, procedures, policies and safe working practices. Records and reports details of any variances to the immediate Supervisor.

Collects, completes, verifies and forwards information such as time sheets, vacation schedules, accident reports, etc.

Maintains input, retrieves data for records, as required.

Test drives vehicles and equipment.

Attends meetings, training courses, etc. as required.

Responds to emergency calls.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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.

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

May be required to oversee multiple garages.

QUALIFICATIONS

1. Must possess and maintain a valid 310T, Truck and Coach Technician Trade Licence. A 310S Automotive Service Technician and additional licences such as 410K, 421A, 310D and 310H a definite asset.
2. Extensive demonstrated technical knowledge, experience and training in heavy vehicle drive train and power train, diagnosis, rebuilding and repair.
3. Demonstrated knowledge and experience using OEM Software such as Cummins Insite, Allison DOC and Meritor Wabco to name a few.
4. Experience coaching and mentoring subordinate staff as well as fostering a positive work environment.
5. Extensive knowledge and understanding of WHIMS legislation and the Occupational Health and Safety Act and applicable Regulations.
6. Well-developed problem solving, organizational, interpersonal and overall communication skills required.
7. Ability to implement and maintain effective preventive maintenance programs, policies and procedures.
8. Must be willing and able to obtain and maintain First Aid and CPR certification.
9. Ability to motivate, work effectively and lead employees in the work group.
10. Proficient in Microsoft Office, Word, Excel and Outlook software.
11. Municipal Asset Management (MAM) Program would be considered an asset.
- 12 Successful completion of a supervisory training program a definite asset.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
