



**FLEET FOREMAN**  
**FLSA: Non-Exempt**  
Grade 24 \$44,025.68 - \$70,441.10

**GENERAL DEFINITION**

Employees in this classification perform technical and highly skilled work in the capacity of a working foreman in the City's Fleet Maintenance Division. These duties include the direct daily supervision of personnel and coordination of their operation, preventive maintenance and repair activities on the City's motor vehicles, small equipment, and power generators. Purpose of the work is to ensure the efficient operations and timely preventive maintenance and repair of the City-wide vehicle and equipment fleet. Employees in this classification maintain appropriate materials and parts inventory, develop equipment specifications, and assist mechanic staff in the more complex aspects of the work. Work is performed under the direction of the Assistant Public Works Director and/or Public Works Director.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assigns, instructs, and coordinates activities of division mechanic staff engaged in operation, preventive maintenance, repair and servicing of the City's vehicle and equipment fleet.
- Coordinates the utilization of labor, equipment, parts, materials, and supplies assigned to vehicle and equipment maintenance and repair.
- Maintains inventory of parts, equipment, and supplies.
- Responds to emergencies involving the work and responsibilities of the Division.
- Develops equipment specifications; inspects new equipment acquisitions for conformance to requested specifications.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Ensures the timely restoration of vehicles and equipment for service through coordinating and supervising staff activities in a manner to minimize downtime.

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- Performs work of technical nature in assisting and supervising mechanic staff in the more complex aspects of the work, such as repairing specialized equipment.
- Coordinates and supervises the operation of all equipment, power tools, and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.
- Performs manual labor and operates assigned equipment, tools or vehicles as needed.
- Monitors work in progress and assists as needed.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensures compliance with all applicable laws, ordinances, codes, administrative and safety policies.
- Determines allocation of funds and assists with preparation of the annual budget.
- Requires regular attendance to scheduled work shifts.

**KNOWLEDGE, SKILLS & ABILITIES**

- Substantial knowledge and skill in principles and methods of preventive maintenance, operational standards, and repair techniques for automotive, vehicular, and specialized equipment utilized in municipal operations.
- Substantial knowledge of OSHA standards and regulatory requirements of the work.
- Skill in complex diagnostics utilizing state of the art testing and diagnostic systems.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to supervise small groups of employees under warehouse/shop field conditions.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

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**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in the overhaul of diesel and gasoline-powered vehicles and automotive equipment, with experience in a lead worker or supervisory capacity and demonstrated technical skills in the more complex aspects of the work; or an equivalent combination of education, training and/or experience. Must hold a State of Florida Class B Driver's License with air brakes endorsement. Position may be required to be on call, including nights, holidays and weekends.

**PREFERRED**

Master ASE certification.

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Ability to hear.
- Written and oral communication skills.

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A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date