



## “SHOP FOREMAN”

### JOB DESCRIPTION

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In this position, the Shop Foreman is expected to assist in serving customers by combining in-depth automotive/truck repair knowledge and displaying exceptional people skills. Manages customer relationships and frequently serves as a liaison between technicians and the service desk. Select, coach, lead, train and supervise technicians while assisting with vehicle/truck repairs, parts procurement, materials and supplies.

### PRIMARY RESPONSIBILITIES:

- Supervises Field and Shop Mechanics engaged with the diagnosis, inspection and repairs of diesel engines, gasoline engines, electrical systems, air conditioning systems, refrigeration systems, suspensions, brakes, transmissions, etc.
- Follows factory procedures and recommended practices. Coordinates the inspection and repairs to vehicle equipment and addresses all deficiencies.
- Maintains the work order system to efficiently document vehicle repairs and inspections.
- Performs quality control by reviewing repair orders and road testing trucks after repairs.
- Demonstrates safety leadership by supporting company policies. Promotes proactive and preventive safety activities by observing, analyzing, encouraging safe work behaviors and correcting unsafe conditions. Integrates safety into work day, establishes safety goals, and reinforces safety policies and procedures.
- Diagnose, adjust, and repair all series of trucks and trailers.
- Minimum billable hours for Foreman is 50%.
- Oversees the shop facility maintenance to include cleanliness, environmental compliance.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish the workload.
- Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.
- Participate in the training and disciplining of new and existing employees.

### Abilities:

- **Control Precision** - The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Arm-Hand Steadiness** - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Manual Dexterity** - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Multilimb Coordination** - The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Near Vision** - The ability to see details at close range (within a few feet of the observer).

### **Generalized Work Activities:**

- ***Inspecting Equipment, Structures, or Material*** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- ***Repairing and Maintaining Mechanical Equipment*** - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- ***Operating Vehicles, Mechanized Devices, or Equipment*** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts.
- ***Making Decisions and Solving Problems*** - Analyzing information and evaluating results to choose the best solution and solve problems.

### **JOB REQUIREMENTS:**

- Min. 6 years of experience as a Level A Diesel Technician.
- Experience supervising employees involved with diagnosing, inspecting and repairing trucks.
- Basic understanding of DOT Regulations.
- Good organizational and recordkeeping skills.
- Proficient in the use of diagnostic and testing equipment.
- ASE HD Truck Certifications
- Current OEM training (Isuzu, Hino, Fuso, UD)
- PA State Inspection license
- Class A or B CDL and unexpired medical card