



## Automotive Service Foreperson

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### **DEFINITION**

This is advanced foreperson level work overseeing the non-journeyperson and/or subtrade aspects of a large fleet maintenance program involving a main service centre and various satellite locations.

This position is a supervisory and leadership role that provides guidance, mentorship and advice to a team of staff. An employee of this class supervises the non-journeyperson and/or subtrade fleet servicing operations; including the servicing and cleaning of automotive vehicles, light duty and heavy duty vehicles and equipment. Assignments are received via verbal and written instructions from a supervisor who outlines policies and reviews work for adherence to established standards and schedules.

### **TYPICAL DUTIES \***

Supervision, hands on leadership and/or participation in work performed by staff

Assigns tasks to subordinates and reviews completed work for adherence to quality and quantity standards.

With the assistance of a subordinate, trains all Automotive Servicepersons in the fueling, washing, lubricating, tire repair and towing functions of the service centre and satellite stations.

Develops shift schedules to ensure the main service centre and all satellite stations are adequately staffed to meet the fuel and lubrication and tire requirements of user departments.

Meets with representatives of user departments to discuss requirements, complaints, etc.

Prepares reports on the activities of the service centre for use in budget preparation, cost comparison, inventory control, billing and other departmental reports.

Interviews new applicants and makes recommendations to a superior; takes immediate disciplinary action where required and reports action taken to a superior; reviews absenteeism records of employees; discusses job performance with subordinates.

Orders supplies such as soap, coveralls, gloves, etc., as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Demonstrated knowledge of fleet maintenance operations as performed by non-journeyperson personnel.

Demonstrated knowledge of the lubrication requirements of automobiles, trucks and construction equipment.

Extensive knowledge of OH&S legislation, Enviso and WHMIS



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Ability to plan, assign and supervise the work of subordinates.

Ability to prepare a variety of reports including statistical reports.

Ability to understand and execute verbal and written instructions.

Ability to implement and to ensure compliance with the City's policies and procedures

Ability to prioritize tasks and ensure all tasks are completed per work plan

Ability to utilize software for the completion of reports, records, etc.

Strong written, verbal communication, interpersonal and critical thinking skills

Ability to secure a City of Edmonton Driver's permit.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of the twelfth school grade.

Five (5) years progressively responsible experience in fleet maintenance operations or an equivalent combination of training and experience, including demonstrated supervisory ability.

Completion of Supervisor/Leadership Training or the equivalent recognized by the City of Edmonton.

Possession of a current First Aid Certificate would be an asset.

Possession of a Class 3 Alberta motor vehicle operator's license.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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ACTIVE

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0223			
Grade				
Originated:	1975/04			
Last Updated:	1990/08			
Previous Updates:	1979/01			