

## Assistant Automotive Serviceman Foreman

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### **DEFINITION**

This is sub-foreman level work assisting the Automotive Serviceman Foreman in overseeing fleet maintenance operations involving non-journeymen personnel in the main service centre and various satellite locations.

An employee of this class assists the Automotive Serviceman Foreman by assigning work to subordinates, training new personnel, collating records kept by Automotive Servicemen for the purpose of billing user departments and is responsible for ensuring the proper license plates are placed on all City vehicles serviced by Mobile Equipment Services. Instructions are received through daily conferences with a superior and in written form such as a maintenance schedule. Work is checked by a superior to ensure established schedules are met.

### **TYPICAL DUTIES \***

Assists the Automotive Serviceman Foreman by assigning tasks to subordinates and reviewing completed work for quality and quantity of work.

Assists in the training of new Automotive Serviceman I and IIs in their duties and confers with his superior on the progress of employees.

Reports to his superior any problems requiring disciplinary action.

Reviews records kept by subordinate personnel and reports any apparent discrepancies to his superior.

Supervises and controls the application of decals and the proper installation of license plates for all vehicles serviced by Mobile Equipment Services.

Collates records kept by subordinates and forwards them to the accounting section for the purpose of billing user departments for gas, tires, towing charges, etc.

Acts for the Foreman in his absence.

Performs related work as required.

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

Considerable knowledge of fleet maintenance operations as performed by non-journeyman personnel.

Considerable knowledge of the less complex components of automotive equipment.

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

Ability to understand and execute oral and written instructions.

Ability to secure a City of Edmonton driving permit.

Ability to maintain records.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the twelfth school grade, three years progressively responsible experience in a fleet maintenance operation or an equivalent combination of training and experience supervisory potential. Possession of a current St. John Ambulance First Aid Certificate would be an asset. Possession of a valid Alberta Class 3 Motor Vehicle Operator's Licence.

\* *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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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0222			
Grade	024			

Last Updated: 1979 (previously Auto Serviceman Foreman I)  
 Previous Updates:  
 Originated: 1975