

**HIDALGO COUNTY
ROAD & BRIDGE
PAVED/UNPAVED**

JOB TITLE: Shop Foreman

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 122

CIVIL SERVICE STATUS: NON-EXEMPT

SUMMARY

Under direction, of the Precinct Field Operations Director (FOD), coordinate Precinct Shop activities and acts as service manager for mechanic shop. May assist in the supervision of the daily activities of county work crews involved in road and bridge construction, mowing, road sign maintenance, paving and patching. Conducts physical inventory and maintains records of all road and bridge, sanitation, and parks mechanical equipment. Purchase materials, supplies and vehicle and equipment parts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise Precinct Shop staff in accordance with Hidalgo County policies and procedures.
- Assists Precinct Shop staff to resolve complex or out of policy operation or maintenance problems.
- Responsible for staff scheduling to include: work assignment/rotations, set priorities, sign off on vacation, employee training, employee vacations, employee breaks, and overtime assignment, back up for absent employees, and shift rotations. Schedule and conduct Precinct Shop staff meetings in the absence of the FOD & Assistant FOD.
- Responsible to meet department productivity and goals.
- Obtain telephone bids from vendor for parts and materials for Precinct Shop use plus road projects.
- Monitors and replenishes inventory of commonly used parts.
- Reports unresolved discrepancies in writing to Field Operations Director.
- Maintains Precincts' property warehouse and prepares and maintains all paperwork involved in turn-in or issues of moveable assets.
- Serves as the Precincts' liaison with internal and external auditors regarding inventory of heavy equipment and vehicles.
- Assist foreman with work orders in absence of the Precinct foreman.
- Maintains maintenance on vehicle equipment.
- Maintain inventory control.
- Regular attendance is a must
- Ability to work well with others.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School diploma or General Education degree (GED);
- Four (4) years of experience in a related field; or
- Management/inventory control, data processing and bookkeeping/accounting and four (4) years of experience in a related field; or
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to give work assignments and to supervise the work of others.
- Ability to establish and maintain effective working relationships with County departments and County employees.
- Knowledge of inventory control processes and systems.
- Good organizational skills.
- Employee counts quantities of issued and received items and counts and arranges auction lots.
- Ability to apply common sense understanding to carry out instructions.
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to use hands to fingers, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is required to stand; walk; sit; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. Employee is frequently exposed to solar radiation when carrying out essential duties.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following;

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality
- Demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all departments' safety regulations.