

**Monona County**  
**Employer's Job Description**  
(NEW 11-2021)

**Name:** \_\_\_\_\_ **Department:** Secondary Roads  
**Position Title:** Maintenance Shop Foreman **Pay Grade:** TBD  
**Status:** Non-exempt / Hourly **Reports To:** County Engineer

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### **Primary Purpose of Position**

The primary purpose of this position is to supervise and perform equipment and vehicle repair and maintenance tasks for Monona County Secondary Roads Department; and other tasks or jobs as required by the County Engineer. Supervises and directs the Mechanic I and Mechanic II.

### **Essential Duties and Responsibilities**

**The following are primary duties for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the supervisor or County Engineer.**

- Maintains equipment maintenance tasks records and provides required records for cost accounting of maintenance/repair activities
- Assigns and supervises repair and equipment maintenance tasks.
- Trains equipment operators in mechanical and shop repair tasks
- Diagnoses mechanical, electrical, and hydraulic malfunctions
- Adjusts and tunes gasoline and diesel engines, and other power train components
- Overhauls and replaces engines. Inspects hoses, belts, hydraulic components for wear and replaces as needed
- Adjusts brakes and replaces worn components
- Replaces filters, flushes and changes engine fluids, vehicle and equipment electrical components, worn air hoses
- Performs emergency road repairs
- Purchases repair/replacement parts and maintenance supplies
- Maintains tools, supplies and shop equipment
- Performs general shop building maintenance and janitorial tasks
- Schedules equipment maintenance and repairs
- Consults with Department supervisors regarding need for repairs and overall Department activities
- Monitors operator-assigned maintenance tasks
- Operates gas and electric welders to repair and fabricate metal
- Participates in developing long-range equipment and maintenance programs
- Monitors shop safety and maintains equipment safety
- Related duties as assigned or directed

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational technical training in heavy equipment and vehicle mechanics with three to five years vehicle/equipment maintenance and repair experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Iowa commercial driver's license (CDL) Class A required. CPR and first aid training required.

# Physical and Mental Abilities Required to Perform Essential Job Functions

## Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to utilize a wide variety of descriptive data and information, such as regulations, blueprints/schematics, oil lab test results, time sheets, requests for price quotes, parts catalogues, equipment specification, equipment operating and repair manuals, maintenance records and schedules, correspondence, and general operating manuals.

Ability to communicate effectively with mechanics, Department personnel, equipment dealers and parts vendors.

## Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the independent judgment, decisiveness, and creativity in situations involving a variety of duties and job assignments subject to frequent change.

## Physical Requirements

Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as patrol equipment, dump truck, dozer, chain saw, tractor-mower, pick-up truck, mechanic's tools, shovel, ax/machete, carpenter's hand tools, two-way radio and brush mowers.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required for road maintenance equipment and tool use.

Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

## Environmental Conditions

Ability to work under adverse and uncomfortable conditions where exposure to environmental factors such as temperature variations, toxic agents, noise, vibrations, wetness, machinery and/or dust may cause discomfort and where there is a risk of injury.

## Compliance

Compliance with the employee handbook, county policies, department work rules, supervisor directives, and the terms of the collective bargaining agreement are required.

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Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

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## Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

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Date Signed