



Baker County Administrative Services ~ Personnel
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BAKER COUNTY JOB OPENING

DEPARTMENT: Road

POSITION: Shop Foreman/Fleet Manager

Full-time position with benefits

Salary Range: 14

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$4,834/mo.	\$5,076/mo.	\$5,330/mo.	\$5,596/mo.	\$5,876/mo.	\$6,170/mo.	\$6,478/mo.

Summary

This classification supervises and assists in inspecting, diagnosing needs, and making major and minor repairs or modifications to all types of equipment and rolling stock used in the functions of the Road Department and in coordination with other County Departments' fleet. This takes place both in the shop and in the field.

Examples of Essential Job Duties:

- Supervises and assists in repairing and modifying all types of road maintenance, construction, automotive and auxiliary equipment.
- Inspects equipment to determine the extent of necessary repairs, corrective actions and/or modifications.
- Assigns work and lays out schedules of mechanics. Also monitors the work performed by the mechanics. Maintains work records and files.
- Works with the mechanics in the ordering of parts and equipment necessary to perform repairs and/or maintenance. Works with vendors in requesting and receiving bids for parts.
- Ensures that the shop and the equipment conforms to the requirements of the Occupational Safety and Health Act and makes reports to the Roadmaster and/or Assistant Roadmaster if the foreman feels that an employee is operating a piece of equipment in an unsafe manner.

Qualifications

Minimum:

High School Diploma or GED. Six years' experience as an automotive and construction equipment mechanic and two years as a supervisor OR any satisfactory combination of experience and training which demonstrates the ability to perform the above described duties.

Special:

Must be able to type at least 40 WPM. Proficient in Microsoft Office programs such as, Word and Excel. At time of appointment, must possess and maintain a valid Oregon Driver's License with the ability to obtain a Commercial Driver's License within 6 months from time of appointment. First Aid/CPR, MSHA Safety Training and Flagger Certification are required within six (6) months of hire.

*A complete job description and application is available upon request or online at:
www.bakercountyor.gov*

For additional information, contact Shelly Christensen in the Administrative Services office at 541-523-8209. Applications must be submitted to the Personnel office by 5:00 p.m. on the closing date.

POST DATE: 03/12/2025

CLOSING DATE: 03/26/2025 or until filled