



BAKER COUNTY

POSITION DESCRIPTION

SHOP FOREMAN/FLEET MANAGER

DEPARTMENT	ROAD
SALARY RANGE	14
BARGAINING UNIT	NON-REPRESENTED
FLSA	Exempt
REVISION DATE	2023
EMPLOYMENT OFFERS ARE CONTINGENT ON THE SUCCESSFUL COMPLETION OF THE PRE-EMPLOYMENT BACKGROUND CHECK WHICH MAY INCLUDE THE FOLLOWING:	
Job history, criminal history, driving history, personal references, drug test & education.	
Signature & Date:	

INTRODUCTION

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 PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. Supervises and assists in repairing and modifying all types of road maintenance, construction, automotive and auxiliary equipment such as excavators, a rock crusher, graders, heavy dozers, heavy and front end loaders, diesel, and gas engines, all types of trucks, rollers, light tractors, oiling equipment, snowplows, cranes, and occasionally smaller equipment such as pumps, small engines, compressors, etc. Works on transmission, differentials and gears of all types, bearings, axles, frames, hydraulic motors, lines, valves and controls, carburetors, sheet metal, steering systems, suspension systems, air and mechanical braking systems, performs minor and major overhauls, both in the shop and the field.

2. Inspects equipment to determine the extent of necessary repairs, corrective actions and/or modifications.
3. Assigns work and lays out schedules of mechanics. Also monitors the work performed by the mechanics. Maintains work records and files.
4. 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.
5. 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.
6. Instructs employees in the appropriate and safe use of materials, methods, tools, equipment and practices in the shop. Practice on the job safety and instruct the employees to work safely.
7. Utilize computers and other technology to communicate in written and verbal forms. (i.e., word processing, texts, emails, spreadsheets, department-specific software).
8. Counting materials, equipment, merchandise, or supplies in stock. Reporting discrepancies between physical counts and computer records. Developing or improving upon inventory management procedures. Stocking and distributing supplies, equipment or merchandise.
9. Develop and maintain a fleet management plan including, but not limited to, a written preventative maintenance schedule, a suggested vehicle replacement schedule, files for each piece of rolling stock including work orders; coordinate with various County departments in scheduling maintenance checks including oil changes, tire changeovers and basic repairs. Assist in the purchase of new vehicles and equipment; request bids, establish contracts and present to the Commissioners for approval when needed.
10. Provide Elected officials and Department Heads with suggested vehicle replacement schedule.
11. Seasonal equipment operator such as snow plowing.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Thorough knowledge of the standard practices, materials and modern methods used in the repair and maintenance of automotive and construction equipment. Thorough knowledge of the principles and practices used in a safe and efficient operation, particularly in a repair and maintenance shop. Considerable knowledge of the principles of internal combustion engines. Considerable knowledge of how the Oregon Safe Employee Act applies to highway equipment and to an automotive and equipment repair and maintenance shop.

Skill in: The use of tools and equipment of the trade. Operation of road construction and maintenance equipment. Possess basic computer skills such as managing computer files, word processing, using spreadsheets and databases, finding information and communicating using computers. Demonstrate strong leadership and organizational skills.

Ability to: Communicate effectively in oral and written forms with coworkers, vendors, contractors, service and delivery people and salesmen, equipment operators, and the public to give and exchange information, for the purpose of pricing, purchasing and exchanging parts, materials and supplies, exchange of information and to resolve problems; estimate time and materials for individual projects and manage time efficiently; make adjustments to assure timely completion of assigned work; adjust to priority changes; remain calm and use good judgment during

confrontational or high pressure situations; interpret parts books schematics to analyze mechanical trouble and needs and pursue an effective course of corrective action; coordinate activity of centralized purchasing operations; determine quality of goods against prescribed standards; make decisions independently in accordance with established policies and use initiative and judgment in completing tasks and responsibilities; maintain accurate records. . Be willing to report to duty in case of emergency to maintain equipment, make necessary repairs and/or help in dispersing crews to keep the roads open to protect the safety of the general public. Ability to plan, layout, and supervise the work of others and work from sketches or blueprints and written or oral instructions. The ability to operate all equipment used in automotive and heavy equipment repair.

EDUCATION & 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 Requirements: 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[KT1] within 6 months from time of appointment. First Aid/CPR, MSHA Safety Training and Flagger Certification are required within six (6) months of hire.

SUPERVISORY CONTROLS OF THIS POSITION

Work is performed under the direction of the Roadmaster and/or Assistant Roadmaster who assign work orally or in writing. The foreman is responsible for completing work assignments; work may be spot-checked or reviewed upon completion. Detailed instructions may be given for new or unusual assignments.

This classification supervises laborers, equipment operators and mechanics; work is assigned orally and reviewed during each phase of the project with final review upon completion of the project. Foreman has accountability for work performed within this division.

GUIDELINES

Work is performed within established departmental policy and procedure, federal, state and county rules, regulations and ordinances; union contract, maintenance equipment service manuals and reference books; parts manuals; safety rules and regulations. Employee uses independent judgement in interpreting and choosing appropriate guidelines; refers to supervisor in emergency or unusual situations.

PERSONAL CONTACT AND PURPOSE OF CONTACT

Contacts are with coworkers, other departmental personnel, laborers, equipment operators, vendors, and other agency personnel to give and exchange information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in equipment repair shop areas and/or in the field which involves common exposure to noise, outdoors, fumes and chemicals within Safety Data Sheet (SDS) limits, various plants and insects, bending, climbing, crawling, gripping with hands and fingers, hearing alarms and voice conversation, must be able to lift up to 75 pounds, pulling, pushing, reaching, sitting, standing for long periods of time and walking. A reasonable amount of driving is required, which includes heavy trucks. Work is performed in an environment that involves everyday risks or discomforts and sometimes adverse weather conditions requiring safety precautions (i.e., Temperatures above 90 degrees Fahrenheit and below 0 degrees Fahrenheit). Withstand periods of heavy exertion. Work extended hours in excess of ten hours per shift seasonally and/or be on call beyond normal business hours.

Frequency required to perform the duties

Posture Frequency	Never	Rare	Occ.	Freq.	Cont.
Sitting					X
Standing				X	
Walking				X	
Driving					X

Frequency in an 8 hour day

Never	Not done
Rare	Less than 1% of shift; 1-5 x/work shift
Occasional	1-33% of shift; up to 2.5 hours
Frequent	34-66% of shift; up to 5 hours
Continuous	67-100% of shift; up to 8 hours

Lift	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.	X				
Carry					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.	X				
Push/Pull					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.	X				

Body Actions	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
Bend			X		
Twist			X		
Crouch		X			
Kneel		X			
Crawl		X			
Climb Stairs		X			
Climb Ladder		X			
Reach Forward				X	
Reach Above Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Squeezing		X			
Operate Foot Control				X	
Other					
Comments					

Last updated: 2025