

POSITION OPENING

Highway Garage Foreman – Highway Dept.

DUTIES

Responsible for maintenance and repair of Department vehicles and equipment, overseeing garage operations, and supervising personnel.

Plans, schedules, and performs adjustments, preventative maintenance, and repairs on Department vehicles/equipment according to warranties, mileage, and usage, including oil changes, tire changes, tune-ups, and brake jobs.

Operates equipment and vehicles to diagnose malfunctions, including observing, listening, and identifying problem source and solution. Removes, rebuilds, and reinstalls various parts as needed, including engines, transmissions, rear ends, brakes, lights, and hydraulics.

Performs various mechanical trades in repairing and fabricating parts, including welding, brazing, torch cutting, and wiring. Designs, fabricates, and installs added features on new vehicles and equipment, such as hitches, plow frames, and underbody mounting.

Plans and implements maintenance on building, tools and County property, and maintains clean and orderly work areas, including sweeping, removing trash and debris, and returning tools, parts, and equipment to proper storage locations.

Maintains road safety in winter months, operates a variety of machinery, and performs related duties as assigned.

REQUIREMENTS

High School Diploma or GED. Vocational school training and minimum of five years of relevant work experience or equivalent combination of education, training, and experience preferred.

Must be at least 21 years of age.

Ability to meet all Department hiring requirements, including passage of a medical exam and drug test.

Thorough knowledge of and ability to perform various mechanical trades, including welding, torch cutting, brazing, wiring, fabrication, and machining.

Working knowledge of and ability to make practical application of Department safety policies and procedures and applicable OSHA safety policies and procedures.

Ability to analyze and diagnose causes of mechanical and electrical malfunctions and complete related maintenance and safety measures.

Ability to compute/perform arithmetic operations, such as determining project needs and calculating cost.

Ability to physically perform assigned duties, including standing/walking for long periods, walking on uneven terrain, working in cramped/awkward positions, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close and far vision, color and depth perception, hearing mechanical sounds, and handling/grasping objects.

Ability to occasionally work extended hours, evenings and/or weekends, and occasionally travel out of town to pick up parts.

Ability to occasionally serve on call and respond to emergencies from an off-duty status.

Possession of a valid driver's license and Commercial Driver's License (CDL) with required endorsements and demonstrated safe driving record.

Send resume to Tim Greive at tgreive@dearborncounty.in.gov