



Code: 5045

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Electrical and Mechanical

Series: Electrical Construction and Maintenance

CLASS TITLE: FOREMAN OF ELECTRICAL MECHANICS – AUTOMOTIVE

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises skilled trades personnel performing automotive service technician work in the inspection, repair and maintenance of electrical systems and electronic components found in automobiles and light and heavy duty gasoline and diesel driven automotive equipment, and performs related duties as required

ESSENTIAL DUTIES

- Works an assigned shift at a Department of Fleet Management garage facility, prioritizing and assigning work to electrical mechanics – automotive and/or electrical mechanics auto – police motor maintenance engaged in repairing and replacing electrical systems in city vehicles and automotive equipment
- Monitors staff performing diagnostic testing of automobiles and trucks to identify and assess problems and malfunctions with electrical systems and electronic components such as wiring and lighting systems, ignition systems and electrical auxiliary power and computer controls
- Reviews and prioritizes work orders and makes work assignments, ensuring cost effective use of available resources and the timely repair of vehicles, trucks and off road equipment
- Reviews manpower and material cost estimates for individual repair jobs and makes recommendations to control costs
- Monitors and enforces shop safety work rules and ensure adherence to OSHA guidelines
- Inspects and test drives vehicles to check and confirm quality and workmanship of completed repairs before vehicles are returned to active status
- Assists staff in troubleshooting or diagnosing difficult repair jobs of electrical systems and components
- Reviews and approves work orders entered into the department's tracking system, ensuring man hours and materials used are properly documented for repair jobs
- Coordinates work efforts with other trades and work units at garage facility to ensure efficiency of operations
- Monitors employee time records, approves vacation and time off requests and evaluates employee performance
- Maintains work records and prepares productivity reports
- Oversees the maintenance of shop equipment and machinery to ensure equipment is operational

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college with an Associate's Degree in Automotive Technology, plus four years of work experience as an automotive technician in the repair and maintenance of

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gasoline and diesel driven automotive equipment; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery)

EQUIPMENT

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Standard tools used in servicing automotive equipment (e.g., combination wrench, ratchet wrench, air impact guns, overhead pneumatic dispenser)
- Testing and monitoring equipment (e.g., computerized diagnostic equipment)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Hydraulic jacks and hoists

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *automotive mechanical and electrical/electronic systems
- * applicable hand and power tools and diagnostic testing equipment
- * repair, maintenance, and preventative maintenance methods, practices and procedures relative to automotive electrical/electronic systems
- * applicable safety practices and procedures
- * manufacturers' manuals for servicing equipment

Moderate knowledge of:

- * safety codes regulating the operation of heavy equipment
- * use of safety equipment and protective gear

Some knowledge of:

- supervisory methods, practices and procedures

Knowledge of applicable City and department ordinances, policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Electrical Mechanic Automotive class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS – Adjust actions in relation to others’ actions
- INSTRUCTING – Teach others how to do something
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Other skills as required for successful performance in the Electrical Mechanic Automotive class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Electrical Mechanic Automotive class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: August, 2010