

FOREMAN, DIVISION OF VEHICLE MAINTENANCE

This position consists of a forty hour work week with an hourly rate range of \$37.38 - \$37.92 as set by contract. Submit all applications and resumes to the Twp of Edison HR Dept., 100 Municipal Blvd., Edison NJ 08817

Under direction, supervises and works with employees involved in the maintenance and repair of varied types of motor vehicles and mechanized equipment, working with various machine and hand tools common to the trade. Does related work as required. Must possess and maintain a current NJ Driver's License and CDL.

Examples of Work:

- In the garage and in the field, supervises and works with employees doing mechanical work on automobiles, trucks with other motorized and mechanized equipment, including road construction and maintenance equipment.
- Supervises work involved in the installation, maintenance and repair of motors, fuel systems, exhaust systems, cooling systems, electrical systems, suspension systems, steering systems and instruments.
- Obtains, stores, records, safeguards and properly uses equipment, materials and supplies.
- Prepares clear, sound, accurate and informative reports.
- Makes recommendations to superiors concerning disciplinary measures, promotions and appointments of employees under his supervision.

Knowledge:

- Wide previous experience in the installation, maintenance and repair of varied types of motor vehicles and equipment.
- Previous experience in a supervisory capacity.
- Wide knowledge of varied types of motors and their operation, of diagnosing reasons for motor failure and the steps necessary to correct the situation
- Wide knowledge of the tools and equipment necessary in tearing motors down, installing new parts and reassembling motors and testing motors, brakes, lights and the parts of vehicles and equipment.
- Knowledge of keeping necessary records, supervising employees and evaluating their performance on the job.

Ability:

- Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position.
- Ability to analyze mechanical problems, organize assigned work, and develop effective work methods.
- Ability to organize, keep and store necessary equipment, materials and supplies and keep accurate records.
- Ability to lead, direct and supervise employees.