



NEW

REVISED:

07/01/2019

07/24/2024

Submitted:

06/11/2019

07/23/2024

JOB TITLE:	FOREMAN BODY SHOP
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8352- 8325
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases. **This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.**

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

License as appropriate to field of assignment

Leadership experiences

Experience in a diverse work place



REVISED: 07/24/2024 Submitted: 07/23/2024

JOB TITLE:	FOREMAN BODY SHOP
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8325
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and coordinates activities of employees in field of assignment
- Implements production schedules and records worker-hour requirements for completion of job assignment
- Assists with enforcement of policies and regulations especially safety regulations
- Interprets specifications, blueprints, and job orders to workers, and assigns duties
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- Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems
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- Trains workers new to field of assignment
- Estimates, requisitions, and inspects materials
- Evaluates staff as assigned
- Performs all other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years of successful experience in field of assignment
- Ability to supervise
- Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

License as appropriate to field of assignment

Leadership experiences

Experience in a diverse work place



NEW

REVISED:

07/01/2019

07/24/2024

Submitted:

06/11/2019

07/23/2024

JOB TITLE:	FOREMAN COMPOUND ATTENDANT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 57
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8326
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

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Completes all trainings and other compliance requirements as assigned and by the designated deadline

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

License as appropriate to field of assignment

Leadership experiences

Experience in a diverse work place



REVISED: 07/24/2024 Submitted: 07/23/2024

JOB TITLE:	FOREMAN COMPOUND ATTENDANT
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8326
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

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- Ability to supervise
- Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

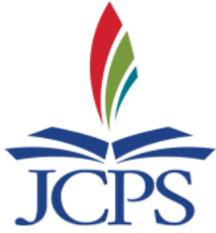
Effective communication skills

DESIRABLE QUALIFICATIONS

License as appropriate to field of assignment

Leadership experiences

Experience in a diverse work place



NEW

REVISED:

07/01/2019

07/24/2024

Submitted:

06/11/2019

07/23/2024

JOB TITLE:	FOREMAN MECHANIC
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 57
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8362 8328
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

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Ability to supervise

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Leadership experiences

Experience in a diverse work place



REVISED:
07/24/2024

Submitted:
07/23/2024

JOB TITLE:	FOREMAN MECHANIC
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8328
BARGAINING UNIT:	CLAP

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- Knowledge of basic codes, standards, and operations required by field of assignment

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Effective communication skills

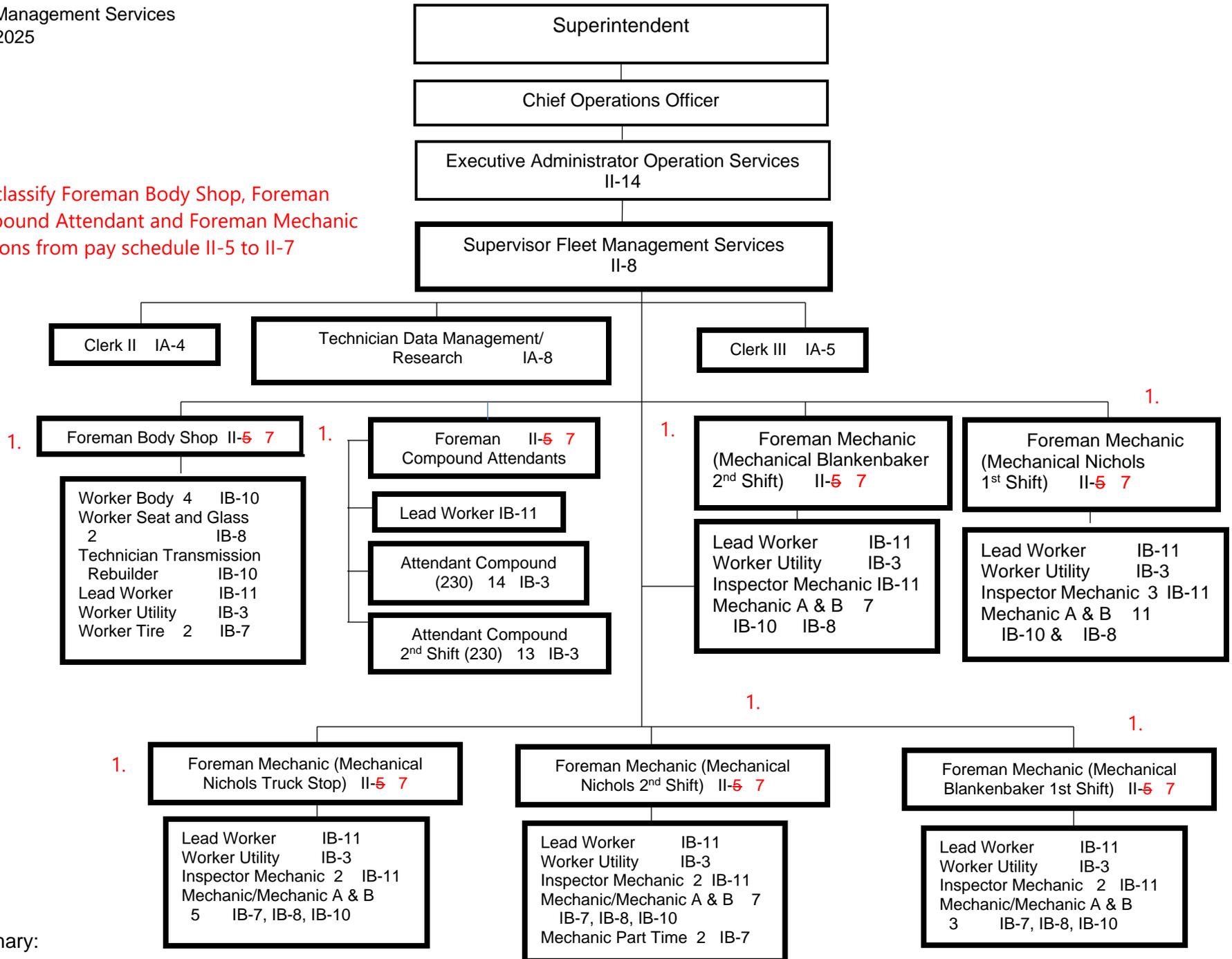
DESIRABLE QUALIFICATIONS

License as appropriate to field of assignment

Leadership experiences

Experience in a diverse work place

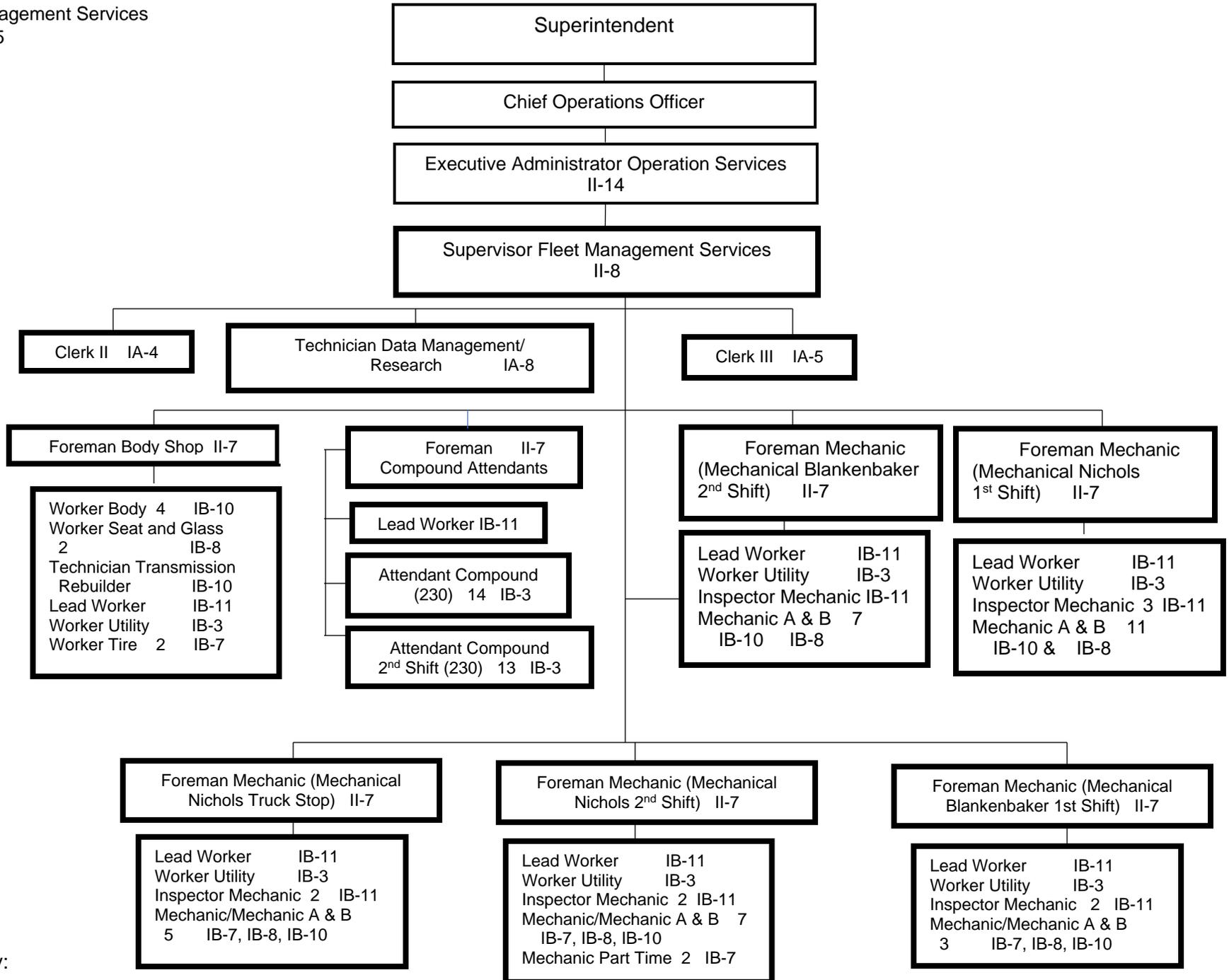
1. Reclassify Foreman Body Shop, Foreman Compound Attendant and Foreman Mechanic positions from pay schedule II-5 to II-7



Summary:

General Fund Positions: 107
 Categorical Fund Positions: 0

Submitted: 03/26/2024 07/23/2024
 Effective: 07/01/2024 07/24/2024



Summary:

General Fund Positions: 107
 Categorical Fund Positions: 0

Submitted: 07/23/2024
 Effective: 07/24/2024