

Fleet Maintenance Shop Foreman

SALARY

\$25.49 - \$32.54 per hour & full benefits

\$53,019.20 - \$67,683.20 per year

Based on standard 40 hour week

ABOUT THE POSITION

Under the general direction of the Public Works Manager, this position will manage, organize and operate the Town's automotive repair shop; repair and maintain Town vehicles, trucks, fire apparatus and other motor operated equipment, either directly or through outside vendors; coordinate inventory, order and maintain parts and supplies in a cost effective manner, make recommendations and administer the surplus of vehicles and equipment, and do related work as required.

Plan, organize and perform fleet maintenance shop services. Maintain vehicle repair, service history and maintenance records; maintain a supplies inventory; secure bids; deliver and pick up vehicles; service and repair vehicles.

Will assess work as it arrives at the shop and either repair and maintain equipment or make recommendations of where to send out if needed. Perform journey-level repairs Typical service and repairs may include: lubricate chassis and other moving parts; change fluids; tune-ups; remove and replace filters; remove and replace belts, hoses, spark plugs, freeze plugs, wiring, lights, fuses, shock absorbers, brake linings, drums, rotors, cylinders, starters, solenoids, manifolds, water pumps, alternators, power steering pumps and lines, steering

linkage, ball joints, control arm bushings, sway bar mounts and bushings, wheel bearings, air conditioner compressors, u-joints, tires, dash and interior components and other similar items; safety inspections of vehicles pursuant to schedule, using a variety of mechanical and electronic tools and devices.

Other duties include maintaining tools and equipment in good working order; maintaining the shop and office areas in a clean and safe manner; installation and removal of exterior and interior vehicle emergency equipment; mount brackets, prisoner restraints, prisoner transportation cages, and any other items or pieces of equipment attached or inside a Town vehicle; fabrication or repair of metal items and equipment using various fusion devices, cutting tools and/or grinding equipment commonly found in an automotive repair shop; and any other duties as assigned.

QUALIFICATIONS

Knowledge of: General theory and principles of the internal combustion engine, motor vehicle design, chassis, suspension and braking, the transfer of energy through the drive train; the general function of each component that makes up a typical motor vehicle; general motor vehicle repair techniques; vehicle diagnostic testing equipment; general record keeping; inventory control; cost control; principles of operating an automobile repair facility; knowledge of basic mathematics; and general or basic knowledge of personal computers.

Ability to: Express ideas and thoughts clearly, both verbally and in writing; maintain a good working relationship with other Town employees, business representatives and citizens; work with a minimum amount of supervision.

Demonstrate appropriate mechanics and operations skills; conduct inspection and safety tests; diagnose equipment failures and ensure

corrective measures are taken maintain status logs and other shop records. Troubleshoot based on operator's complaints. Prioritize workload. Maintain accurate records.

Physical Demands: Must be able to lift 60 lbs. (large parts, tires etc.), sit, stand, stoop, kneel crouch or crawl, reach.

Experience: Minimum five years as a Journeyman Mechanic or five or more years of employment in a state licensed vehicle repair shop; basic record keeping. Journeyman level welding/fabricating preferred.

Education: High school graduation or equivalent. Certification as a National Automotive Institute of Service Excellence (NAISE) Diesel Mechanic, Truck Mechanic, Body Technician or other related area. Automotive Service Excellence (ASE) master is preferred (by assignment).

Licenses: Valid Class C California Driver's License in conformance with established Town employee driving standards. Possess, or have the ability to obtain within 6 months of employment start date, Class B California Driver's License.

APPLICATION PROCEDURES

Interested persons who meet the minimum qualifications are encouraged to submit a completed Town of Paradise Application for Employment in a sealed envelope to the following address: Town of Paradise Human Resources, ATTN: FLEET MAINTENANCE, 5555 Skyway, Paradise, CA 95969.

◆ Applications can be found at
www.townofparadise.com

FINAL FILING DATE: 5pm 2/21/2019.

SELECTION PROCEDURE

Following a review of the applications, the most qualified candidates who meet the minimum qualifications will be invited to participate in an oral and/or written testing process. The successful candidate will be required to pass an extensive background check and a pre-employment physical examination.

Benefits:

Benefits provided by the Town of Paradise will be pursuant to the General Employees Unit MOU for this position. Outlined below is a summary as at the time of recruitment.

- ◆ PERS Miscellaneous retirement plan (2%@60 for classic members, 2%@62 new members)
- ◆ Sick Leave 8 hrs/mo.
- ◆ Vacation Leave 0-4 yrs. - 80 hrs
5-9 yrs. - 120 hrs
10+ yrs. - 200 hrs
- ◆ Bereavement Leave up to 3 days each leave
- ◆ Holidays 12 days/yr.
- ◆ Floating Holidays 28 hrs/yr.
- ◆ Longevity Pay 5% of salary – 10 yrs.
7.5% of salary – 15 yrs.
10% of salary – 20 yrs.
- ◆ Medical Plan* PERS medical plan**
- ◆ Dental Plan* Met Life Dental Plan
- ◆ Vision Plan* Superior Vision Plan
- *Employees pay a portion of premium for coverage
- **Deferred Comp in lieu of medical is an option
- ◆ Short Term Disability Insurance Plan
- ◆ Long Term Disability Insurance Plan
- ◆ Life Insurance \$100,000 (for full-time and prorated thereof by standard hours).
- ◆ Deferred Comp (457) avail for EE contribution
- ◆ No Social Security participation
- ◆ Gym Membership Reimbursement Benefit
- ◆ Retiree medical

About the Town of Paradise.

The Town of Paradise was incorporated in 1979, and is a general law city with a Council/Manager form of municipal government. Prior to the Camp Fire, Paradise was the second largest populated city in Butte County, with a population of 26, 316. The city, which is located on a ridge east of Chico, is over 18 square miles in size, and ranges in elevation from 1200 to 2400 feet.

The Town government organization is comprised of the Town Manager, who serves as the chief executive officer and reports directly to the Town Council.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

TOWN OF PARADISE



**INVITES
APPLICATIONS FOR**

**Fleet Maintenance
Shop Foreman**

**Position Closes:
5pm Thursday,
February 21, 2019**