

## **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** (Shop) Assistant Foreman

**Department:** Highway

**Reports to:** Highway Commissioner, Shop Lead  
Foreman

**Pay Grade:** H - Assistant Foreman

**Hours Per Week:** 40

**Date:** May 21, 2019

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### **PURPOSE OF POSITION**

Under the general supervision of the Highway Commissioner and the Shop Lead Foreman. This position is responsible for carrying out specific duties involved with equipment and shop maintenance. This person is responsible for the shop activity when the Lead Foreman is not available.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work cooperatively with supervisors, co-workers, town personnel, and parts manager/shop clerk as it pertains to equipment maintenance.
- Responsible for record keeping and inventory controls.
- Help to supervise and analyze the County's equipment including the maintenance schedules.
- Help to organize the list of equipment to be repaired.
- Responsible for iron/steel and does the majority of the welding/fabricating.
- Assists in instructing other employees with proper use of equipment.
- Responsible for participation of any and all safety related training required by County, State, and Federal agencies.

### **MINIMUM TRAINING, EXPERIENCE, AND SKILLS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Must have high school diploma or GED. Minimum of 2 years of vocational education training in the field of AG-Power; diesel/automotive mechanics or any combination of education and experience that provides equivalent knowledge, skills, and abilities for this position.
- Ability to use or willingness to learn the use of diagnostic computer for maintenance and repair of equipment.
- Ability to troubleshoot a wide variety of mechanical, electrical, hydraulic, and other issues that arise.
- Must furnish all small tools and hand tools, wrenches, both end wrenches and sockets to 1-1/2" diameter.
- Provide an appropriate amount of tools in order to perform necessary tasks.
- Ability to use stick and mig welding, cutting torches.

- Ability to maintain scheduled services on assigned equipment.
- Ability to perform tasks while being subject to frequent interruptions.
- Ability to communicate both orally and in writing with a variety of people, e.g. department management, town personnel, general public, sales representatives, and coworkers.
- Ability to compute, tabulate, and categorize data.
- Be available evenings, weekends, and holidays.
- Ability to work in adverse weather/environmental conditions.
- Must have a valid Wisconsin CDL driver's license with ABCD endorsements.
- Must submit to random drug and alcohol testing.

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents including parts manuals, service manuals, wiring diagrams, hydraulic schematics, and equipment specifications.
- Ability to record and deliver information, explain procedures, and instruct staff.
- Ability to communicate effectively with supervisors, staff, general public, and other professionals.
- Talk to staff, callers, vendors, public, and visitors.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data information.

### **Judgment and Situational Reasoning**

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently and with others.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment.
- Ability to solve practical problems.
- Ability to analyze data and information.

### **Physical Requirements**

- Large percentage of time is spent doing hard, heavy, and dirty work.
- Must be able to lift 100 pounds.
- Frequent movement including standing, kneeling, crouching, climbing, lying down, and walking.
- Need for finger dexterity, using hearing, near and far vision.
- Operate equipment of all kinds and much travel to job sites for repair work.
- Need to travel long distances in order to view or inspect equipment and/or attend meetings.

**Environmental Adaptability**

- Ability, in regard to environmental factors such as vast temperature variations, noise, dust, fumes, and smoke.
- Ability to work in adverse (worst possible) weather conditions.
- Ability to work in conditions that pose moderate risk of cuts, burns, bruises, or other physical harm.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating responsibilities, duties and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Applications will be accepted through Monday, June 10, 2019.