

TOWN OF LEDYARD

MAINTENANCE FOREMAN

GENERAL STATEMENT OF DUTIES:

Supervises and performs the repairs and maintenance of trucks, tractors, road machinery and other motor driven and mechanical equipment. Does related work as required.

SUPERVISION RECEIVED:

Works under direction of the Highway superintendent and/or Public Works Director who assigns specific repair tasks and job schedules.

SUPERVISION EXERCISED:

Supervises personnel assigned.

EXAMPLES OF DUTIES:

Directs and assists in repairing automobiles, trucks, snow plows, hoists, spreaders, scrapers, cranes, sprayers, tractors and other machinery. Directs the repairing of bodies and chassis; directs the necessary painting by hand or with spraying equipment. Directs preventive maintenance and service work; responsible for issuing purchase orders for parts, accessories and materials used in the maintenance of highway equipment and vehicles; keeps service records; shall assist in repairing, rebuilding and servicing of all vehicles and equipment under his jurisdiction.

MINIMUM QUALIFICATIONS:

- A. KNOWLEDGE, SKILL AND ABILITY: Knowledge of mechanism of automotive and other mechanical equipment, standard methods of making repairs and adjustments. Ability to supervise the use and care of tools of the trade, bench testing equipment, lathe and drill press and general machine shop operations. Knowledge of budget preparations, garage maintenance records, purchasing procedure and general maintenance supervision.
- B. EXPERIENCE AND TRAINING: Not less than four (4) years experience as an automotive and highway equipment mechanic OR IN LIEU THEREOF, an equivalent combination of experience and training totaling four (4) years with at least one (1) year experience as a foreman or supervisor or both.
- C. SPECIAL REQUIREMENT: Must hold a valid Class 1 Connecticut Motor Vehicle Operator's License.

SALARY GROUP: Per collective bargaining agreement

Adopted at Ledyard Town Council Meeting on

May 8, 1985

David A. Koldridge

Chairman, Town Council