

PSW
194 West Poplar Avenue
Porterville, CA 93257

Open to the Public- until 04/12/2019 @ 4:00 p.m.

Job Opportunity

Posting Date:	03/13/2019	Internal Application Deadline:	03/15/2019 @ 4:00 p.m.
Position:	Shop Foreman – Diesel Mechanic	Department:	Transportation
Grade:	5 (\$24.00 - \$36.00/hr)		
Status:	Exempt		

Job Summary: To assist the Director of Transportation in providing safe, well-maintained vehicles; a safe, clean, well-organized shop, and the control of parts and equipment.

Supervision Received: Works under the direct supervision of the Director of Transportation or Designee

Supervision Exercised: Directs the mechanics (I, II and III) and schedules their duties, evaluates their performance, and assists in the pre-hire evaluation of prospective mechanics. Supervises the proper use and disposition of all shop equipment and parts.

Education & Experience Required: High School graduate or equivalent from an accredited national or regional agency.
Five (5) years experience preferred; evaluation will be made for less experience, farm equipment, or truck repair.
One (1) year of trade school in automotive mechanics.
One (1) year of supervisory experience.

Special Skills & Knowledge: Experience in automotive electrical problem-solving using a scanner required.
Must be ASE certified in at least five (5) major systems.
Must be able to obtain and maintain CPR/First Aid certification within 90 days of employment.

Please reference job description attached.

For further information, please contact:
Laura Powell at (559) 784-1399 ext. 1014 or Cheryl Haugen (559) 784-1399 ext. 1015

Send Internal Applications to the Human Resources Department.

PSW

Job Description

Job Title:	Transportation Shop Foreman/Mechanic
Job Summary:	To assist the Director of Transportation in providing safe, well-maintained vehicles; a safe, clean, well-organized shop, and the control of parts and equipment.
Salary Grade:	Grade 5
Supervision Received:	Works under the direct supervision of the Director of Transportation.
Supervision Exercised:	Directs the mechanics (I, II and III) and schedules their duties, evaluates their performance, and assists in the pre-hire evaluation of prospective mechanics. Supervises the proper use and disposition of all shop equipment and parts.
Education & Experience Required:	<ol style="list-style-type: none"> 1. High school graduate and/or equivalent from an accredited national or regional agency. 2. Five (5) years experience preferred; evaluation will be made for less experience, farm equipment, or truck repair. 3. One (1) year of trade school in automotive mechanics. 4. One (1) year of supervisory experience.
Special Skills & Knowledge Required:	<ol style="list-style-type: none"> 1. Experience in automotive electrical problem-solving using a scanner required. 2. Must be ASE certified in at least five (5) major systems.
Job Essential Elements:	<ol style="list-style-type: none"> 1. Must be able to pass a pre-employment drug screen, physical and licensing background check. 2. Must be at least 21 years of age. 3. If required to drive PSW vehicle or personal vehicle for company business, must have and maintain valid California driver license and DMV record acceptable to PSW insurance. Must maintain current vehicle insurance with a copy on file when using personal vehicle for PSW business. 4. Commercial license with unrestricted passenger endorsement required. 5. Must be able to drive forklift. 6. Must be able to individually lift 50 pounds from floor level to waist height, observing appropriate safety practice when lifting, stooping or bending and in the performance of all other job functions. 7. Must be able to use proper two person lifting techniques. 8. Must work cooperatively with co-workers, clients, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality. 9. Must be at designated work site when scheduled unless

- otherwise excused by supervisor.
10. Must demonstrate punctuality in the performance of all job duties.
 11. Must be able to communicate clearly and concisely, in English, both verbally and in written form.
 12. Must be able to provide constant and direct care and services to the clients.
 13. Ability to respond effectively and have strength and agility to assist with clients who have mobility, behaviors, and/or physical limitations.
 14. Observe all PSW departmental policies and procedures.
 15. Must be able to multi-task.
 16. Must be able to complete all other duties as assigned.
 17. Must be able to provide instruction and training to staff and clients using verbal communication, hands on demonstration, and modeling.
 18. Must be able to work outside in various year-round climates to include inclement weather.
 19. Must be able to work at various heights.

Job Duties :

1. Mechanic Supervisor will be responsible for proper and safe repair and maintenance of all PSW vehicles (work done by himself/herself and by the mechanics under his/her control).
2. Diagnosing reported vehicle malfunctions and follow-up to assure that the problems were corrected properly.
3. Schedules maintenance and repairs in a manner that least interferes with operations.
4. Directs, schedules, and evaluates Mechanics I, II and III in the safe performance of their duties.
5. Oversees that the shop is kept as safe and clean as conditions allow.
6. Plans and prioritizes needed repairs and preventive maintenance.
7. Insures the adequacy, accuracy, and punctuality of reports and record-keeping.
8. Supervises the control of all parts, supplies, and equipment in his area of responsibility.
9. Performs minor and/or major repairs on all components of PSW vehicles.
10. Keeps the Director of Transportation informed as to the condition and repairs needed on each PSW vehicle, and of any major repairs/expenses forthcoming.
11. Required to provide own hand tools.
12. All other duties as assigned.