



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Facilities/Fleet Foreman
Department: Public Works
Classification: Grade 11
Reports to: Maintenance Superintendent
Supervises: Yes
Normal Business Hours: Monday – Friday, 7:30 AM – 4:00 PM
Telecommute: Not available
Union: Yes
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 11/2024

Nature of Work:

This position is responsible for providing fleet and facilities maintenance and repair at public works facilities, manages equipment procurement, manages equipment parts, tools and building supply inventories, oversees staff assisting in the repair of equipment and facilities.

Communicates with:

Internally – All Public Works staff.
Externally – Vendors and public.

Supervision:

Maintenance Mechanic

Essential Work Functions:

- Manages the fleet equipment and facility maintenance and repair.
- Manages and approves the procurement of tools, parts and supplies needed in the repair and maintenance of vehicles, equipment, facilities, and infrastructure.
- Facilitates a Capital Equipment Plan and provides budgeting data.
- Directs staff to include prioritizing and assigning work; training staff on proper equipment use, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment.
- Performs routine and non-routine diagnosing and repair of county vehicles and equipment.
- Performs mechanical repairs and adjustments on drivetrain, brakes, steering, electrical, hydraulic, heating and air conditioning, and related systems on automotive, maintenance, construction, and related equipment.
- Performs preventative maintenance activities which may include checking tires; checking fluid levels; adding fluids; draining engine oil; lubricating; replacing filters; wipers, belts, and related equipment.
- Operates a service truck or other equipment in conducting field repairs as may be required and operates miscellaneous shop equipment.
- Performs DOT inspections and makes required repairs to ensure vehicles meet DOT requirements.
- Analyzes the repair or replacement repairs based on cost effectiveness issues and purchases necessary parts.
- Designs, fabricates and/or builds mounts and other items needed for vehicles and equipment.
- Develops and maintains maintenance files and records to document repairs, service, or operation manuals.
- Maintains accident, repair, and service records on all vehicles and equipment.
- Performs facility maintenance at public works buildings, including satellite shops and solid waste facility.
- Operates heavy and light equipment, hand tools and power tools in an efficient and safe manner.

- Manages and Completes various reports and reviews documents, including truck and trailer inspection sheets, safety data sheets, timecards, inventory sheets, material safety data sheets, vehicle repair sheets, inventory sheets, load sheets, fuel consumption sheet, hazardous chemical safety program reports, accident reports, injury reports, disposal and incident response forms, and vehicle maintenance reports.
- Attends and participates in job-related workshops, seminars, and trainings; as well as safety, work zone, fire, first aid, CPR and other seminars, and trainings.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate degree.
- One (1) year of relevant experience.
- Certified in MN State Patrol Commercial Vehicle Inspection or obtain within six (6) months of hire.
- Certified Forklift Trainer or ability to obtain within one (1) year of hire.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Class A commercial driver's license and tanker endorsement.
- Ability to operate a variety of tools and possess mechanical aptitude.
- Understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and other job-related software.
- Follows workplace safety rules and notifies management of observed risks in a timely manner.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Ability to work early morning starts, extended hours and being called for unscheduled work.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner
- Ability to effectively supervise staff.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50% - 74%	75% or more
Office environment	X			
Sitting, standing				X
Walking, reaching, pulling				X
Typing/data entry	X			
Talking, hearing			X	
Close and distance vision				X
Moderate (Up to 60 pounds of force)				X
Challenging or threatening behaviors		X		

Hazardous physical conditions				X
Atmospheric Conditions				X
Travel			X	
Hazardous materials				X
Extreme temperatures				X
Environmental				X
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

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

Employee Name: _____

Employee Signature: _____ Date: _____