

The Shop Foreman for the Public Service Commission of Yazoo City is responsible for overseeing the maintenance and repair activities of the utility company's vehicle and equipment fleet. This role requires a highly skilled and organized individual with a strong background in automotive and equipment maintenance, as well as effective leadership and communication skills. The Shop Foreman will lead a team of technicians and mechanics, ensuring the reliability and safety of the company's assets while maintaining operational efficiency.

Responsibilities:

1. Supervision and Leadership:

- Lead, manage, and mentor a team of technicians and mechanics in the maintenance and repair of utility vehicles, equipment, and machinery.
- Set clear expectations, assign tasks, and monitor progress to ensure efficient workflow and high-quality work.
- Provide training and development opportunities for the team to enhance skills and knowledge.

2. Maintenance Oversight:

- Plan, schedule, and coordinate preventive maintenance, inspections, and repairs for the utility company's vehicle and equipment fleet.
- Ensure compliance with maintenance schedules, regulatory requirements, and safety standards.
- Diagnose complex mechanical, electrical, and hydraulic issues and provide technical guidance to the team.

3. Repair and Troubleshooting:

- Collaborate with technicians to troubleshoot and diagnose mechanical, electrical, and technical problems in a timely manner.
- Identify parts, tools, and equipment needed for repairs and ensure availability.
- Oversee the execution of repairs to minimize downtime and maintain operational readiness.

4. Inventory Management:

- Manage inventory of spare parts, tools, and supplies required for maintenance and repairs.
- Monitor stock levels, order necessary items, and maintain accurate records of inventory transactions.

5. Safety and Compliance:

- Ensure that all maintenance and repair activities are conducted in accordance with safety regulations and company policies.
- Promote a safety culture within the team and conduct regular safety meetings and training.

6. Documentation and Reporting:

- Maintain accurate records of maintenance and repair activities, including work performed, parts used, and costs incurred.
- Generate reports on fleet maintenance, repairs, and operational readiness for management review.

7. Vendor and Supplier Relations:

- Collaborate with vendors and suppliers to source necessary parts, equipment, and services.
- Evaluate vendor performance and negotiate pricing to optimize cost-effectiveness.

8. Continuous Improvement:

- Identify opportunities for process improvement, cost reduction, and enhanced operational efficiency within the maintenance department.
- Implement best practices and innovative approaches to increase the longevity and reliability of the utility fleet.

Qualifications:

- High school diploma or equivalent; vocational training or technical certification in automotive or equipment maintenance is preferred.
- Several years of experience in vehicle and equipment maintenance, with a strong understanding of electrical, hydraulic, and mechanical systems.
- Proven leadership and supervisory skills, with the ability to manage and develop a team effectively.

- Proficiency in diagnostic tools, repair techniques, and maintenance software.
- Strong problem-solving and decision-making abilities, especially in high-pressure situations.
- Excellent communication and interpersonal skills for collaboration with team members, vendors, and management.
- Knowledge of safety regulations and standards related to equipment maintenance.
- Ability to multitask, prioritize work, and adapt to changing demands in a dynamic environment.
- Valid Class A driver's license and a clean driving record.

This position description outlines the general nature and level of work expected for this role. It is not an exhaustive list of all responsibilities, duties, and qualifications required. The Public Service Commission reserves the right to modify or revise the job description as necessary to meet the company's changing needs.