

Shop Foreperson

The Shop Foreperson will perform a variety of tasks related to the day to day operations of the PCiRoads Shop located in St. Michael, MN. This person will ensure compliance within the department in regards to company policies and procedures. This person will be responsible for the day to day schedule and management of the shop mechanics. The Shop Foreperson is expected to ensure and maintain a workplace free of harassment, intimidation and coercion.

Typical Duties:

- Provide technical support for the shop and field mechanics
- Schedule day to day work for the shop mechanics and monitor progress regularly to maximize efficiencies
- Help resolve critical situations
- Assist in the overall maintenance of fleet
- Serve as primary contact for service or repair, confer with colleagues in order to understand problems and make diagnoses
- Communicate technical information in layman's terms as necessary for non-mechanically inclined understanding and satisfaction
- Make recommendations for staffing needs for the Shop as necessary
- Evaluate policies and procedures and make recommendations as needed, following up with appropriate implementation/changes if necessary
- Enforce standards for all Shop activities, recommending and implementing changes as needed
- Assure that the proper procedures are in place for a safe and efficient working environment
- Communicate effectively and manage Shop mechanics with respect and integrity

Shop Foreperson reports to: Equipment Manager

Direct Reports to the Shop Foreperson: Shop Mechanics