



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

JOB TITLE: MAINTENANCE FOREMAN

Department: Transit Department	Status: Full-Time/ Permanent
Annual Salary: \$51,000	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com

CLOSING DATE: UNTIL FILLED

Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 543-1840/ FAX (870) 850-2449 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.
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ESSENTIAL JOB FUNCTIONS: A Certified Diesel Mechanic, the Maintenance Foreman maintains Pine Bluff Transit's vehicles, equipment, and facilities. The Maintenance Foremen works to minimize vehicle and equipment-oriented service failures through scheduled routine maintenance and repairs and by prioritizing repairs in case of multiple breakdowns. The Maintenance Foreman obtains repair parts, assists in preparing bid specifications for new vehicles and equipment, and assigns mechanic(s)/techs to help complete tasks in an efficient manner. The Foreman manages the maintenance operation and diagnoses standard mechanical and electronic problems, utilizing diagnostic computer when applicable; utilizes key functions for Shop Management System and electronic documentation available; works in accordance with all federal and corporate compliance guidelines (i.e. safety, DOT, ARDOT); maintains facilities, grounds, and performs other duties as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: A Certified Diesel Mechanic - formal high school education or equivalent with certification from an accredited diesel engine repair or service technology program; and two or three years of related experience and/or training; or equivalent combination of education and experience and a minimum of 6-12 months of management experience. Must possess a valid Arkansas Class B Commercial Driver's License.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.