



Fredonia Outdoor Equipment LLC

Shop Foreman

Job Summary

The Shop Foreman will be a working supervisor position responsible for overseeing the daily operations of the shop, including the safety and efficiency of the staff, equipment, and processes. The Shop Foreman will work closely with the General Manager and other staff to ensure that all tasks are completed in a timely manner and that services and repairs run smoothly. This role requires strong leadership and organizational skills, as well as the ability to motivate and manage personnel. \$25-\$29 per hour starting pay based on experience and trial period performance.

Duties and Responsibilities

- Oversee the shop staff and equipment
- Ensure that servicing and repairs are running efficiently and that all work meets quality standards
- Train and supervise shop staff, providing guidance and feedback as needed
- Monitor the progress of projects and ensure that deadlines are met
- Troubleshoot and resolve any issues that may arise
- Coordinate with other departments to ensure the smooth and efficient flow of operations
- Perform routine maintenance on machinery or automotive vehicles including tractors, lawn mowers, ATVs, UTVs, chainsaws, trimmers, generators, and other small engines
- Inspect machines for faulty parts
- Analyze and diagnose mechanical issues
- Create a plan of action for all repairs
- Regularly clean and maintain tools and equipment
- Ensure a safe, organized, and tidy workspace
- Input, track, and maintain all maintenance data and records
- Track inventory and order new parts when required
- Explain to clients the nature of the repairs required, the plan of action, and the options available to them
- Follow all health and safety laws and guidelines, as well as common-sense safety practices

Requirements and Qualifications

- High school diploma or equivalent
- Valid Driver's License (CDL preferred but not required)
- Associate's degree or vocational/trade school certification preferred
- Proven mechanical acuity and basic math skills
- Welding and fabrication/repair skills
- Familiarity with common mechanic's tools, service, and diagnostic equipment
- Ability to work in uncomfortable, physically demanding positions, stand on one's feet for prolonged periods, and lift up to 50 pounds at a time
- Attention to detail
- Computer literate
- Excellent customer service skills
- Efficient worker
- Previous experience in a supervisory or managerial role
- Excellent communication and organizational skills
- Able to motivate and manage personnel
- Knowledge of shop equipment and tools
- Able to troubleshoot and resolve issues quickly and efficiently