



820 Davis Lake Road
Lapeer, MI 48446
810.664.6272

Shop Working Foreman

Work Hours:

Summer Hours Monday - Thursday 6am - 4:30pm
Winter Hours Monday – Friday 7am – 3:30pm

Wage: \$24.62 per hour

Job Description:

- Shop Working Foreman position consists of but not limited to the following:
Daily interaction assisting mechanics in obtaining the correct parts for repairs from stock and/or ordering from vendors. Working with Lead Shop Foreman to schedule repairs for fleet vehicles. Maintaining an organized and well stocked parts room as well as preparing a yearly stock room budget. Performing inventory cycle counts and leading the annual full physical inventory. Assisting Lead Shop Foreman in managing the mechanics. Working with management to facilitate building and grounds maintenance projects. Working with vendors for large annual purchases. Preparing bid specifications for large material orders. Working with all employees, in all departments, to ensure sufficient and proper supplies.

Skills and Requirements:

- Posses or obtain CDL A prior to end of probationary period (90 working days)
- Ability to work out of doors in rough terrain and in any type of weather condition
- Proficient in Microsoft Office programs
- Experience Managing Inventory
- Technology knowledge, security systems, a plus
- Background must include a broad knowledge of heavy equipment repair, building and grounds maintenance and experience in the public sector
- Michigan certified mechanic license a plus
- High school diploma with additional education preferred
- Familiar with MIOSHA requirements regarding department
- Ability to multitask and work in a fast pace environment

Send application to:

Lapeer County Road Commission
Attn: Tamela Delvecchio
820 Davis Lake Road
Lapeer, Michigan 48446

Or email to:

tcleeton@lcrconline.com

Employment Applications can be found online, www.lcrconline.com/employment.asp