

Job Description **SHOP FOREMAN**

Department: Service

Position Title: Shop Foreman

Reports to: Service Manager

Objective of the Position: To ensure quality work is completed effectively and safely

Primary Responsibilities:

- Supervises daily Service Department activities
- Supervises shop personnel and provides assistance as needed
- Maximize all efforts to perform work effectively, efficiently and with an emphasis on quality and getting it right the first time
- Trains Shop Technicians on new products and safety procedures
- Monitors and reviews work schedule for shop personnel, productivity and labor control reports
- Track results and performance metrics of the shop and review with the Service Manager
- Provide customer service
- Maintains a safe work area and strives to be accident free
- Perform other service duties as required

Additional Responsibilities & Skills:

- Ability to read, interpret and communicate vital documents such as work order, product bulletins, safety rules, operating and maintenance instructions, procedural manuals, and other relevant information.
- Ability to manage multiple simultaneous tasks
- Planning and scheduling work and people
- Problem solving
- Strong verbal and written communications skills
- People supervision abilities
- Basic math skills
- General knowledge of and familiarity with RVs and campers
- Forklift certification
- Must have a valid Driver's License

Supervises the Following Positions: Shop Technicians

Required Education: High school, college preferred.