

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

VEHICLE MECHANIC FOREMAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
(2) Minimum of Five (5) years of verifiable experience in vehicle repair and maintenance experience
(3) Commercial Driver's License required.
(4) Demonstrated leadership capabilities.
(5) Certification in electrical systems and computer diagnostic software.
(6) Experience in diagnosing diesel engine malfunctions is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Advanced knowledge of automotive mechanics and maintenance
Ability to operate equipment and tools involved in vehicle repair
Ability to lift heavy equipment and vehicle parts
Ability to direct and supervise personnel and coordinate shop operations
Ability to complete required bus driver safety training

REPORTS TO:

Supervisor/Coordinator Vehicle Services

JOB GOAL
Supervise daily activities of vehicle repair and maintenance operation to ensure proper performance and safety of all district vehicles.

SUPERVISES:

Lead Mechanics and Mechanics

PHYSICAL REQUIREMENTS:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, and with vehicles and machinery with moving parts. Frequent exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 09

VEHICLE MECHANIC FOREMAN (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Use diagnostic equipment to evaluate mechanical problems in vehicles.
- *(2) Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.
- *(3) Assign priority and process vehicle repair work orders.
- *(4) Evaluate and recommend all repairs. Provide cost estimates.
- *(5) Assign all vehicle repairs to personnel and oversee completion.
- *(6) Arrange contract repairs when work cannot be performed in shop.
- *(7) Assign or perform welding and minor body work to keep vehicles operating.
- *(8) Perform routine vehicle maintenance and preventive care.
- *(9) Establish preventive maintenance and care schedules.
- *(10) Locate and requisition all parts needed for vehicle repair.
- *(11) Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
- *(12) Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor/coordinator immediately.
- *(13) Operate bus as needed and be familiar with bus routes.
- *(14) Assist in training new drivers.
- *(15) Load and unload tapes for video monitoring system.

Employee Qualities / Responsibilities

- *(16) Contact vendors to check on availability of parts/supplies.
- *(17) Discuss mechanical problems with other mechanics and help them solve repair problems.
- *(18) Inspect work performed by mechanics in overhaul and repair of district automotive equipment.
- *(19) Review and approve completed work orders.
- *(20) Perform state safety inspections for all district vehicles.
- *(21) Direct the upkeep and appearance of shop and parking lot area.
- *(22) Work irregular hours and respond to after-hours emergency calls as needed.
- *(23) Operate tools, equipment, and machinery according to prescribed safety procedures.

System Support

- *(24) Keep shop, equipment, and tools in safe operating condition.
- *(25) Order equipment and supplies and maintain accurate records.
- *(26) Recommend replacement of existing equipment.
- *(27) Conduct annual inventory of physical equipment and supplies.
- *(29) Supervises lead mechanics and mechanics with responsibility of diesel engine trouble shooting.
- *(30) Other duties as assigned

Essential Performance Responsibilities