

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Mechanical Shop Foreman Position Description

LOCATION: Transportation

JOB CATEGORY: Professional Support

PAY GRADE: Grade - 40

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Director of Transportation

GENERAL DEFINITION AND CONDITIONS OF WORK

The position of Mechanic-Shop Foreman is responsible for the overall status of the repair and maintenance of all vehicles and equipment used by Warren County Government. This employee directs job assignments and supervises the efforts of other mechanics in the Fleet Services Garage. This position requires a good working knowledge of all tools and equipment required to diagnose, troubleshoot and repair possible problems that may be experienced with diesel and gasoline engines, both electronic and non-electronic; transmissions, manual and automatic as well as electronic; vehicle suspensions; braking systems, air and mechanical as well as ABS systems. The employee's immediate supervisor is the Director of Transportation. All transportation employees are responsible to Warren County School Board and will be regarded as safety sensitive; the employee will be subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer return to duty and follow-up drug and alcohol testing.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assist Director of transportation in weather/road monitoring. This includes early morning hours and very late evening hours.
- Assigns daily workloads to the Fleet Services Garage mechanics and supervises their efforts on assigned tasks. Assists in the diagnostic and troubleshooting of various mechanical, electrical, hydraulic and electronic problems that may be experienced
- Performs as a working mechanic as the workload dictates, under possibly adverse weather conditions.

- Orders various parts that may be needed
- Maintains inventory of critical parts that may be needed.
- Investigates parts and supplies available from various vendors in order to obtain the parts and supplies that will provide the best service at the most reasonable cost.
- Responsible for scheduling all required maintenance and assures that the schedule is adhered to.
- Responsible for maintaining all service and repair records of department vehicles.
- Advises the Director as to the overall condition of the fleet and assists in scheduling the replacement of aging vehicles that become cost inefficient or unsafe.
- Assists the Director in the evaluation of new and replacement vehicles and equipment.
- Advises the Director of needed repair and diagnostic equipment needed to properly maintain the fleet.
- Communicates daily with Department employees on two-way radio system.
- Communicates with personnel from other departments concerning possible maintenance assistance.
- Responsible to assess an individual's work capabilities and compatibility to work with other individuals.
- Assists in the evaluation and hiring process of any new mechanics.
- Assures that all maintenance and repairs performed is accomplished in a safe manner and follows OSHA guidelines.
- Assures that all equipment used for servicing and repairs conforms to OSHA standards.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be at least 21 years of age.
- High school diploma or equivalent required.
- Must possess a CDL license valid in the state of Virginia and the ability to safely operate a motor vehicle.
- Must have legal authorization to work in the United States.
- Must be Emergency Vehicle Technician certified or be able to obtain that certification within one year after employment.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Must have at least ten (10) years experience as a mechanic, at least five (5) years diesel engine experience and preferably one (1) years experience on heavy equipment.
- The employee must have a good working knowledge of the principles of hydraulics, as they pertain to pumps, valves and fluid flow. Such as snow plows, tractor hydraulics, etc
- Have sufficient physical ability to work in a variety of positions, some of which may be awkward and tiring, to accomplish repairs under all weather conditions. Roadside repairs, while not optimal, may be necessary.
- Must have at least five (5) years experience in the direct supervision of three or more mechanics.

- Ability to supervise skilled and unskilled workers and evaluate their effectiveness.
- Knowledge of occupational hazards and necessary safety precautions and ability to train and supervise others in complying with them.
- Possess temperament to effectively deal with employees or the public, who may be irate or unreasonable at times.
- Possess physical and mental ability to work independently and accurately.
- Possess the ability to perform the duties of the position for an entire workday and possess the ability to work extended hours.
- Possess the ability to report to work on time and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- Possess a working knowledge of two-way radio systems and multi-line phone systems.
- Possess excellent oral communication skills.
- Ability to concentrate and accomplish tasks despite interruptions.
- Ability to perform a variety of tasks simultaneously.
- Knowledge of personnel policies and procedures and ability to enforce them.
- Ability to create and maintain accurate, timely and complete records. This includes but not limited to busses, county vehicles, and personnel.

EDUCATION AND EXPERIENCE

This employee must have knowledge of tools and equipment used to diagnose, troubleshoot and repair various hydraulic systems, mechanical systems and electronic systems, and will operate all department vehicles.

Work is generally performed inside, at the shop, in a smoke free environment. Work may also be performed outdoors, throughout the city/county, as required as problems are experienced on a daily basis.

SPECIAL REQUIREMENTS

Must demonstrate the ability to communicate effectively with parents, school administrators, and others on matters related to school boundaries, bus assignments and other transportation-related issues. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping, and repetitive motions. Frequent walking and lifting, up to approximately 30 pounds and occasional lifting of equipment up to 40 pounds. Vocal communication is required for

expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, noise, vibration, road hazards, and atmospheric conditions. Attendance to training sessions beyond the normal assigned hours is necessary. Contact with parents and administrators is required.

Occasional contact with medical professionals may be required.

EVALUATION

The Director of Transportation will evaluate performance on ability and effectiveness in carrying out the above responsibilities.