

TITLE: GARAGE FOREMAN

Class Code 7912

CLASSIFICATION: VEHICLE MAINTENANCE SUPERVISOR

REPORTS TO: TRANSPORTATION DIRECTOR

QUALIFICATIONS:

- High school diploma, GED Certificate or demonstrated progress towards obtaining a GED.
- Five (5) years increasingly responsible experience in the repair and maintenance of light and heavy automotive and power-driven equipment.
- Two (2) years of experience as a bus mechanic or three (3) years of experience as a heavy duty equipment mechanic or trade specific technical training. ASE Certification preferred.
- Must obtain Class BD CDL license with P and S endorsements
- Must complete School Bus Inspectors' Certification
- Must meet the requirements of a criminal records check(s) as specified by Kentucky State law.
- Must meet health requirements as specified in district personnel policy.
- Valid Kentucky Driver's License with commercial endorsement.

BASIC FUNCTION:

Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other gas and diesel-powered automotive equipment. Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State.

ABILITY TO:

- Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other automotive equipment.
- Diagnose malfunctions of and make mechanical repairs to a variety of vehicle equipment.
- Operate equipment used in repairing or servicing motorized equipment.
- Coordinate activities with other maintenance sections.
- Supervise, train and evaluate others.
- Evaluate quality of work performed by subordinates.
- Set priorities, schedule and assign work.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work confidentially with discretion.

REPRESENTATIVE DUTIES:

- Supervise and coordinate activities of assigned personnel.
- Assign, supervise and participate in major and minor mechanical repairs on buses and other light motorized equipment; diagnose diesel internal combustion engine maintenance problems.
- Diagnose, supervise and participate in skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered automotive equipment.
- Determine priority of work orders and their assignment to personnel; plan, organize and schedule work flow of employees as assigned; advise and assist assigned personnel; assure timely completion of work.
- Maintain records and reports as necessary.
- Conduct in-service training programs for employees and equipment suppliers for new techniques in mechanical repair.
- Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws.
- Assist supervisor as required, dispatch drivers; perform the duties of the supervisor in the supervisor's absence.

- Assist in the selection of new employees; train, supervise and evaluate assigned employees; recommend disciplinary action or promotion as appropriate; review completed work and provide feedback as necessary.
- Initiate requisition for materials and equipment; authorize purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles.
- Monitor tools, tool room equipment, maintenance, and safety practices.
Establish and implement prudent shop safety policies and procedures. Perform related duties as assigned.

EVALUATION:

Evaluation will be in accordance with the board's policy on evaluation of classified employees.

TERMS OF EMPLOYMENT:

- Work year as stated in contract and designated by current school calendar and board policy.
- Salary commensurate with adopted hourly personnel salary schedule.
- Sick leave, emergency leave, personal leave, and holidays as stated in board policy.

Board Approved:

