

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.
- Must meet the requirements of a criminal records check 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.

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 repairs.

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. (Level 1 Category C)
- Sick leave, emergency leave, personal leave, and holidays as stated in board policy.

Board Approved: