

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

SHOP FOREMAN – BUS GARAGE

QUALIFICATIONS:

- (1) Two-year college course in technical automotive service to include computer technology or the equivalent in training and experience.
- (2) Automotive Service Excellence (ASE) certification in one or more areas preferred.
- (3) Valid Department of Education certification for school bus inspection preferred.
- (4) Commercial Driver License "B" with passenger endorsement preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Computer literacy. Familiarity with fleet maintenance programs. Strong written and verbal skills and ability to communicate with driver's, individuals and groups. Ability to prioritize workload in such a manner that all tasks are accomplished within the acceptable time frame. Ability to effectively supervise and give direction in a fair and equitable manner. Ability to communicate with school-based and district staff on professional, technical and general areas of student transportation services.

REPORTS TO:

Fleet Manager

JOB GOAL

To ensure that the District's transportation system operates in a safe and cost-efficient manner.

SUPERVISES:

Mechanics and other support staff

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervises maintenance and repairs of designated district owned vehicles and maintain all required record.
- * (2) Oversee work schedules for maintenance and support maintenance personnel in accordance with applicable bargaining unit guidelines.
- * (3) Use computer software to ensure inventory control, work order process, reporting function, state regulations and budgetary guidelines are in compliance.
- * (4) Coordinate the purchase of parts required for fleet maintenance.
- * (5) Manage the garage and parts inventory for optimum efficiency and cost effectiveness.
- * (6) Oversee compliance with laws, rules, regulations and policies governing areas of responsibility.
- * (7) Investigate and report all accidents to ensure that repairs, claims and reports are completed in a timely manner.
- * (8) Evaluate and implement methods and procedures of efficient service and quality repairs.

Shop Foreman(Continued)

- * (9) Perform estimation of repair cost including labor, parts and equipment.
- *(10) Assist in selection, training, coaching and performance evaluation of mechanic and mechanic helpers.
- *(11) Assure all school buses are inspected according to state requirements and all required inspection records are maintained
- *(12) Assure the shop operates according to all applicable safety standards.
- *(13) Perform after hours emergency repairs.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 8