

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Shop Foreman

JOB TITLE: Shop Foreman	LOCATION: Central Office
IMMEDIATE SUPERVISOR: Supervisor of Transportation	WORK SCHEDULE: 12-M - 260 Days - 8 Hrs. PAY GRADE: 214
SPECIAL REQUIREMENTS: Possession of a Virginia Commercial Driver s License with a Class B-P, S endorsements.	FLSA STATUS: Non-Exempt
EDUCATION/EXPERIENCE: High school Diploma. Master mechanic. Must possess a master mechanic license/certification ASE or equivalent. Related experience in maintaining heavy equipment. Virginia state inspector. Computer skills in data entry and spread sheet required. Five years of wheel vehicle maintenance experience with two years of wheel vehicle maintenance experience in diesel school buses. A comparable amount of training and experience may be substituted for the minimum qualifications.	

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the repair and maintenance of school buses, automotive, and specialty equipment and related terminology; thorough knowledge of the operating and repair characteristics of a variety of light and heavy duty automotive equipment; thorough knowledge of the availability and procurement of parts and supplies; ability to prepare accurate and complete work orders, requisitions and other related documents; ability to establish and maintain effective working relationships with associates; ability to plan and supervise the work of subordinate workers. Proficient in all aspects of welding and cutting torches. Extensive skill in the use of pneumatic tools, hand tools, tire machine, brake lathe, and hydraulic lift, interpretation of technical manuals, refrigerant recovery and antifreeze recycling equipment, and vehicle diagnostic software.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions. Capable of working in extreme heat in summer and extreme cold in winter.

SUMMARY:

Responsible for supervising the servicing and maintenance of a variety of automotive equipment and guiding associated specialized activities such as quality assurance, parts administration and maintenance control.

ESSENTIAL DUTIES:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervise all mechanics, mechanics helpers and parts specialist. Assigns work, establish priorities and production schedules. Observes work in progress, spot checks repairs to ensure quality and regulatory compliance. Interprets technical manuals and other directives.

Maintains liaison with vehicle operators to coordinate maintenance requirements.

Recommends operating procedures and advise operators of vehicle capabilities and limitations.

Maintains shop budget and ensures economical expenditure of funds.

Supervises training programs and recommend formal training requirements.

Establishes and maintains a quality assurance program, ensures proper inventory and use of vehicles state inspection forms and reports to the Virginia state police. Schedules and ensures that proper preventative maintenance services are performed. Accepts reports from drivers and debriefs drivers as to the maintenance discrepancies.

Keeps director and the transportation coordinator apprised of maintenance status of all vehicles at all times. Acts as a liaison with the sheriff s department maintenance program.

Reviews all work orders for time, parts used and assures all repairs and part replacements have been properly accomplished and recorded. Ensures the shop safety programs strictly adhered to at all times. Assists the director in evaluating road conditions during inclement weather.

Monitors school bus route times and speed when requested. Coordinates and oversees all work done on vehicles by outside sources. Responds to all emergencies during work hours or after hours.

Operates snow removal equipment during times of inclement weather.

Personally makes all repairs to personal property damaged by county vehicles.

Oversees parts administration, inventory and quality control. Run parts department in absence of the parts specialist. Approves all tools and equipment purchases for the shop.

Maintains all vehicle titles. Performs related work as required.

EVALUATIONS:

Performance on the job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.