

Specific Job Duties and Responsibilities

FOREMAN, VEHICLE SERVICES

Reports to: Specialist, Vehicle Services

MAJOR FUNCTION:

Responsible supervisory work in directing and assisting in the operation of a Vehicle Services facility providing repair and maintenance services for automobiles, buses, trucks and other related equipment.

ILLUSTRATIVE DUTIES:

Assists in the supervision and evaluation of all personnel involved in Vehicle Services shop. Assigns personnel to inspect, test and road check equipment to determine the nature of defects and failures.

Inspects the work of mechanical personnel to determine and evaluate repairs. Compiles and submits reports to the appropriate supervisor. Computes and completes mechanics payroll cards. Assists in maintaining the inspection schedule for all assigned vehicles. Recommends shop equipment, tools and shop improvements to the Service Manager. Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Ability and Skills:

Practical knowledge of the construction, assembly, adjustment and maintenance of a variety of automobiles, buses, trucks and other equipment. Practical knowledge of methods and techniques used in the repair and maintenance of buses and automotive equipment. Ability to plan, assign, inspect and supervise the work of skilled and semi-skilled employees.

Ability to understand and carry out oral and written instructions. Practical knowledge of the occupational hazards and safety precautions of the craft.

Practical knowledge of DER and EPA guidelines as to handling, storing and disposing waste materials. Ability to establish and maintain effective working relationships with employees, other departments and the public.

Training and Experience:

Graduation from high school or completion of GED. Considerable mechanical training and/or experience. School bus maintenance experience preferred.

License or Certification: Appropriate State of Florida driver's license. Must be able to obtain Department of Education (DOE) certification within 120 days of

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employment. Must be able to obtain DOE inspector trainer certification within 1 year of employment. Automotive Service Excellence (ASE) technician certification preferred.

Physical Requirements:

Medium Work: Exerting up to 20-50 pounds of force occasionally and/or up to 10-25 pounds of force as frequently as needed to move objects.

PCSB Salary Grade:	13	Local Code:	0487
Months Worked	12	State Code:	78014
Fund:	Categorical	EEO#:	052
Date Board Approved:	June 27, 2006	State Title:	Foreman, Trans

Support Services