

Title:	Shop Foreman
Reports to:	Transportation Director
Terms of Employment:	12 Months
Salary:	TBD

Qualifications:

- Graduation for high school and 10 to 15 years of experience or training in repair and maintenance of automotive equipment. At least 5 years of supervisory experience necessary. Working knowledge of computers is essential. Any equivalent, documented combination of training and experience which provides the required skills, knowledge and ability may be considered.

General State of Job:

Work involves administering the inspection and preventative maintenance program as required by state law; developing the overall vehicle maintenance program for school and activity buses and all school system support vehicles; reviews shop mechanics completed work orders prior to entry in the State Vehicle Fleet Management System (SVFMS).; provides instruction and training for employees and evaluating job performance of assigned employees.

Essential Job Functions:

- Supervises the activities of the mechanics in the operation, repair, and maintenance of the vehicles in the school transportation program.
- Responsible for the scheduling, assignment, and work prioritization for mechanics and fuel truck driver.
- Administers state scheduled preventative maintenance inspection program.
- Coordinates purchasing, storage, and inventory of parts and supplies with other members of department.
- Provides technical assistance and assists mechanics in diagnosing repair problems in the shop and at the bus parking sites.
- Monitors employees to insure that all safety procedures are followed while doing work related tasks. Schedules monthly safety meetings for all employees.
- Evaluates job performance of shop mechanics.