

Garage Foreman
New Hanover County Schools

Job Description

Class: Classified
Dept: Transportation

TITLE: Garage Foreman

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Valid North Carolina commercial driver's license class A with P, S, and X endorsements.
3. Five or more years of experience in vehicle maintenance or technical training in the automotive field.

REPORTS TO: Director of Transportation

JOB GOAL: To perform administrative work while coordinating the school system's bus vehicle maintenance program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Direct the day-to-day school bus transportation maintenance program; supervise the vehicle maintenance work priorities; oversee the routine and emergency vehicle repair programs.
3. Manage the vehicle maintenance plan; monitor the 30-day school and activity bus safety inspection.
4. Assist in diagnosing vehicle problems and take correct repair actions; maintain and update diagnostic and repair equipment; monitor the school and activity bus preventative maintenance programs; maintain vehicle maintenance back-up records and completed inspection forms.
5. Supervise the documentation of repair and inspection requirements outlined in the NC DPI Transportation Services Maintenance Manual.
6. Identify, report, and resolve maintenance issues through data sources; oversee the accurate and timely input of vehicle maintenance parts and labor data into the state vehicle fleet maintenance program (BSIP).

7. Prepare and submit equipment needs necessary for the bus maintenance program; develop specifications for and coordinate purchase of all transportation service vehicles.
8. Manage the school activity bus recall and warranty repair program.
9. Manage the North Carolina Department of Motor Vehicles safety and emission inspection program.
10. Anticipate and develop plans for program improvement that are consistent with transportation services' strategic goals.
11. Serve as liaison between school administrators and garage staff; provide training for mechanics relative to preventative maintenance operations; recruit and interview candidates for employment as mechanics, approve time sheets.
12. Assist the Director in developing and monitoring the transportation budget.
13. Educate clerical staff on data input operations.
14. Maintain professional network and participate in professional organizations.
15. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 73

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to diagnose the cause of operating defects in school buses.
- Ability and knowledge to supervise cost effective repairs.
- Ability to maintain detailed preventative maintenance records.
- Ability to supervise and direct mechanics.
- Demonstrate working knowledge of BSIP and DPI PM Manual.
- Demonstrate working knowledge of basic computer operations.
- Demonstrate working knowledge of Microsoft Word, Excel, and Access.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.