

## FOREMAN VEHICLE MAINTENANCE

Classification: Transportation

Location: Transportation

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Serves as a lead journeyman level diesel and gasoline mechanic. Responsible for performing and overseeing the performance of other mechanics in the Transportation Department and repair of mobile equipment including vehicles, buses, heavy equipment, and special purpose equipment.

**Part II: Supervision and Controls over the Work:** Work is performed under the general supervision of Transportation administrators. Trade work is performed independently and in conformance with local city, county, state, and federal codes and standards of the profession. Leader responsibilities are evaluated for effectiveness of organizing, scheduling, and managing work to achieve timeliness, completeness, quality control, safety, and established priorities.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

Lead Responsibilities:

1. Manages a fleet of approximately 200 buses and 15-20 support vehicles.
2. Evaluates maintenance and repair workload, schedules work, assigns work to mechanics and helpers, and inspects completed work.

3. Provides training and assistance to diesel and gasoline mechanics and helpers in performing maintenance and repair work.
4. Manages parts and material inventory to assure timely availability of needed repair materials and parts. Initiates and processes requisitions in accordance with supervisor and department direction and guidance and district policy.
5. Participates with the supervisor in interviewing, screening, and selection of new employees. Provides input for employee evaluations. Works with supervisor to address performance and behavior concerns.
6. Assists in accident and employee performance investigations.
7. Acts as the parts and service warranty manager to ensure all funds owed to the District are reclaimed.
8. Conducts annual inspections, as required.

#### **Mechanic Responsibilities:**

1. Diagnoses complex mechanical problems and determines repair work needed. Such diagnoses include knowledge and use of specialized testing and diagnostic equipment on diesel and gasoline engines.
2. Sets up and operates specialized power equipment to recondition engine, transmission, and related equipment as well as for such vehicle components as brakes, batteries, alternators, starters, etc.
3. Conducts complete engine and vehicle tune-up using computerized and mechanical equipment.
4. Maintains and changes vehicle fluids and filter systems including proper disposal of such materials.
5. Replaces and rebuilds brakes and hydraulic systems and components, repairs damaged frames, repairs and replaces differentials, drive shafts, front end and steering mechanisms.
6. Repairs and/or replaces vehicle electrical components and troubleshoots and repairs electrical system.
7. Performs required local, state, and federal vehicle inspections and safety checks.
8. Maintains equipment and tools.

9. Conducts road tests and assures effectiveness and safety of repair.
10. May supervise or direct helpers and other staff in performing the above work.

Perform other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Graduation from high school or equivalent.
- Must have completed an apprenticeship or the equivalent within the specific trade/craft area, or an Associate Degree.
- Five years successful journeyman level experience.
- Five or more years of foreman and or supervisory experience with demonstrated ability to lead other employees.
- Hold or obtain an Oregon Department of Education school bus annual inspector certificate within one year.
- Demonstrated aptitude to provide leadership over other mechanics and support staff.
- Possess an appropriate trade license valid in the state.
- Must be trained in First Aid. CPR and defibrillator training may be required.
- Ability to recognize and take measures to eliminate safety risk on equipment used to transport students and employees.
- Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
- Strong verbal communication skills to provide direction on complex repair and maintenance issues and provide training to other employees.
- Knowledge of and willingness and ability to train employees in safety equipment; enforce safety procedures and injury prevention procedures.
- Must possess a valid driver license and a safe driving record; must be able and willing to operate district-owned vehicles. Must possess a valid Commercial Driver's License.

- Must obtain a Class B Commercial Driver's License within six months.
- Must obtain a State School Bus Driver's Certificate and appropriate licensing endorsement within six months, to include attending required eight hours of annual training.
- This position is subject to random drug testing under Department of Transportation guidelines and in compliance with District anti-drug and alcohol prevention programs.
- Cover bus routes and trips as assigned.

**Part V: Desired Qualifications:**

- Bilingual and bicultural skills.
- Prior large truck or bus fleet management experience.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear, and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions, especially in emergency repair situations.
- The employee must occasionally lift and/or move up to 60 pounds and in excess of 60 pounds using appropriate support equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work in order to prevent injury to self or others.