

ST. MARY'S COUNTY PUBLIC SCHOOLS EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

VEHICLE MAINTENANCE - FOREMAN

POSITION: Vehicle Maintenance – Foreman

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

This position, under the Director of Maintenance, oversees the management of our vehicle mechanics and the maintenance of all SMCPS vehicles. The Foreman will work directly with the vehicle maintenance staff to ensure exceptional quality of work and compliance with all federal, state, and local requirements. The Foreman provides leadership, supervision, technical support, and assistance to all vehicle mechanics in the garage. The position requires the ability to prioritize, budget, schedule, and manage many different projects at one time. The Foreman provides daily input to the Director of Maintenance.

ESSENTIAL FUNCTIONS:

- Supervises and evaluates assigned lower-grade mechanics;
- Plans and administers fleet maintenance activities and operations;
- Establishes and maintains schedules and provides oversight for vehicle preventive maintenance; safety recalls; warranty repairs and school vehicle safety inspections;
- Provides oversight for fleet maintenance contracted services;
- Prepares specifications for fleet maintenance contracted services and commodities, requisition parts, supplies and services.
- Prepares repair estimates, reports and manages various special projects as assigned, assists with budget preparation;
- Trains and supervises vehicle maintenance personnel;
- Manages and executes jobs to completion;
- Possess a working knowledge of tools and equipment utilized within the transportation area;
- Ability to follow verbal and written instructions to pursue execution of assigned responsibilities;
- Must possess excellent human relations and communication skills;
- Assesses job tasks to determine funding, equipment, supplies and resources needed to perform and coordinate daily duties; and
- Possess thorough working knowledge of vehicle and bus maintenance, gas, and diesel engines.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and execution of assigned tasks within the transportation area;
- Assigns, instructs, and inspects the work of personnel within the transportation area engaged in various activities, such as, vehicle maintenance, troubleshooting, repair, and service;
- Estimates labor and material for all transportation projects;
- Develops and administers quality standards to ensure work is accomplished in the most efficient and productive manner;
- Conducts school vehicle and equipment safety inspections and evaluations;
- Coordinates and inspects work performed by contractors in relation to transportation area;
- Assists in the review and development of vehicle bid lists, and repair or replacement proposal;

- Coordinates work schedules to meet the needs of school facilities;
- Provides input in relation to transportation area to support requirements for the yearly maintenance budget;
- Works in conjunction with Director of Maintenance or designee to assess and prioritize work requests for major/minor repair and service projects repairs;
- Prepares requests for purchase of materials and equipment;
- Responsible for updating the vehicle life-cycle/replacement schedule and securing the purchase of replacement vehicles;
- Serves as the emergency contact for accidents involving fleet vehicles and the primary contact for insurance adjuster;
- Responsible for the procurement, maintenance, and repair of snow removal equipment;
- Responsible for the maintenance and repair of small-engine and heavy-duty equipment;
- Responsible for all welding needs and emergency generator repairs and maintenance;
- Establishes and maintains effective relationships with other employees, school officials and administrators, contractors, local and state agencies, vendors and suppliers;
- Inspects and checks in schools buses that are new to the school system;
- Ensures that assigned work is executed and accomplished in compliance with applicable safety regulations;
- Uses computer work order system to coordinate, organize, schedule, and monitor the work of staff within assigned areas of responsibility; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from High School (or GED);
- Minimum of five years experience within the vehicle repair and service, and maintenance trade area;
- Knowledge of purchase orders and work management systems;
- Ability to read and interpret technical manuals, drawings, and specifications;
- Demonstrated ability in planning, scheduling, workload management, and personnel management;
- Ability to perform manual labor;
- Other combinations of education, training, and experience that provide the required knowledge, skills, and abilities necessary to perform this position may be considered;
- Possession of a Commercial Driver's License (CDL) Class "A" and Class "B";
- Automotive Service Excellence (ASE) Certifications:
 - A1-A9 (Automobile & Light Truck Certification)
 - S1 – S7 (School Bus Certification)
 - T1 – T8 (Medium-Heavy Truck Certification)
 - Journeyman
 - Non-Commercial with passenger and air brake, Class B.

TERM OF EMPLOYMENT:

Full-time twelve-month position

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 21

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

11.21.2022