Job Description
MOORE PUBLIC SCHOOLS

Job Title: Foreman: Maintenance Mechanic

Qualifications:

Credentials: Valid Oklahoma Drivers License with an acceptable driving record.

Education: High school, GED or equivalent vocational experience in or after high school in auto mechanics is required in lieu of high school degree.

Training or Experience Required: 5 to 7 years in auto mechanics and small engine repair; at least three with the district.

Special Skills, Knowledge, Abilities:

Must have knowledge of both gas and diesel equipment, welding, brazing, drum lathe, shop presses, test equipment, air tools, wrecker operation, jacks, dollies, band-saw, and automotive equipment and tools.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic schematics, manuals, charts, diagrams, maps or instruction material.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through extensive experience and/or specialized training. The most complex tools or equipment necessary to perform satisfactory include: refrigerant recovery systems; rotor drum lathe; sun machine; electrical system/tune up testing machines; alternator tester; shop press.

Site: Maintenance Garage

Reports to: Director of Maintenance

Job Goal (Purpose of Position): Performs skilled level duties under general supervision to maintain/repair department vehicles. An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular contact with members of own staff or district. Interpersonal interaction or communication is required with district employees.

Other Performance Measures: Successful performance of the job requires good customer service skills to work with drivers of vehicles/equipment and to ascertain problems. It requires following safety guidelines and policies in order that accidents and injuries are reduced to self, to drivers and to the public. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Initiative and effective problem solving are necessary to diagnose problems and to anticipate potential concerns.

Essential Job Functions:

1. Oversees the safety inspection on all vehicles. Maintain preventative maintenance records of all maintenance vehicles and equipment.

2. Troubleshoots, diagnoses problems, and schedules and assigns work to other mechanics. Test drives equipment before and after repair to ensure proper working order. Reports equipment and mechanical problems to the Director of Maintenance immediately.

3. Oversees daily and periodic preventive maintenance to vehicles and equipment. As time permits performs major overhaul to motors, rear ends, transmissions, brakes, clutches, etc.

4. Trains other less experienced mechanics and garage service personnel on more complex tasks.

5. Completes invoices; maintains supply of vehicle parts; orders parts, oil, lubricants, etc. Performs necessary inventory of equipment. Maintains necessary records of service to vehicles and equipment.

6. Ensures that there is a clean service center; maintains tools in a safe and clean manner. Maintains shop areas to provide for safe site.

7. Performs wrecker service task to pick up vehicles and/or equipment.

8. Must be knowledgeable of all fleet vehicles and makes recommendations for upgrading fleet.

9. Oversee all dealer recalls.

10. Perform other duties as assigned.

Supervision exercised: An incumbent provides supervision and assists Maintenance Director with performance appraisals.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 7-8 hours. Employee's job requires occasional to frequent bending/stooping; squatting/crouching; crawling/kneeling; occasional climbing (height 15 feet); occasional reaching above shoulders; occasional to frequent pushing/pulling.

Employee's job requires occasional carrying/lifting of up to 50 pounds and occasional carrying/lifting of up to 75 pounds in order to transport parts, transmissions, gear boxes, heads, manifolds, brake drums, disk brake rotors, axles, flywheels, tires, batteries, etc.

Job requires employee to use both feet for repetitive movements as in operating foot controls. Job requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess manual dexterity/vision sufficient to work in, around, and under vehicles safely and efficiently and to read and complete necessary reports; possess hearing/speaking ability to communicate with workers, hear engine noises to diagnose problems and to avoid danger.

Employee's job requires working on unprotected heights; Use of/close to power tools (drums/lathes), equipment and machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to toxic gas, dust, exhaust fumes, gases.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT:	261 days per year
SALARY:	Category J
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 01-09-2012

Revised 01-16-2014