

TRANSPORTATION, VEHICLE MAINTENANCE FOREMAN
<p><u>REPORTS TO:</u> Transportation, Compound Manager</p>
<p><u>SUPERVISES:</u> Support Staff</p>
<p><u>QUALIFICATIONS:</u> High School Diploma or possession of a GED. Experience working in and supervising one or more specialized trades in vehicle maintenance. Possession of a valid Florida Class “B” commercial driver’s license (CDL) to include “air brake” and “passenger” qualifications, or a valid Florida Class “A” commercial driver’s license (CDL) to include “air brake”* qualifications. Must possess and maintain Department of Education (DOE) school bus inspector certification.*</p> <p>*Experience and licensing requirements are based on assignment.</p> <p><u>PREFERRED:</u> Completion of technical school.</p>
MAJOR FUNCTION
<p>Performs responsible skilled and supervisory work in vehicle maintenance skilled craft trade activities. Supervises and may participate in tasks and is responsible for completion of all assigned projects and proper methods and materials used in vehicle maintenance. Incumbent exercises independent judgment and makes decisions within the scope of specific assignments. Work is performed under general direction and is reviewed through conferences and results obtained.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Supervises employees and use of equipment in vehicle maintenance. • Assigns subordinates daily; routinely makes on-site visits on all assigned projects; revises work schedules based on emergency situations. • Reads and interprets blueprints, diagrams, and sketches accompanying vehicle maintenance assignments. • Assists employees in completion of assignments; participates in management studies. • Trains employees in safety and technical aspects of job; ensures proper servicing of equipment. • Maintains updates on all diagnostic software. • Determines priority of work orders and assignments to Lead Mechanics and staff members. • Maintains records and reports as necessary and required by the state. • Monitors tools, tool room equipment, maintenance and safety practices. • Maintains knowledge of all diagnostic software and Original Equipment Manufacturer (OEM) vehicle websites. • Communicates district strategic plan, oversees employees’ performance, provides guidance and support, identifies needs, and manages reciprocal relationships between staff and the district so that each is successful. • Implements direct supervisory responsibilities in accordance with district policies, and applicable state and federal laws. • Manages human capital in areas of recruitment and retention of employees in department or division to include interviewing, onboarding, training, and evaluating employee performance. • Addresses complaints and resolves issues with employees to include rewarding and disciplining employees as appropriate. • Performs other related duties as assigned.

VEHICLE MAINTENANCE FOREMAN

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 12/05/23 PT; BOARD APPROVED: 01/23/24

VEHICLE MAINTENANCE FOREMAN

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds			X		
4. Lift objects weighing more than 100 pounds			X		
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds			X		
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy			X		
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Vehicle Maintenance Foreman - NR