

## Garage Foreman

### Nature of Work

Employees in this classification supervise and assist mechanics in the repair and maintenance of school buses and other county owned vehicles and equipment. This includes the responsibility for all routine preventive maintenance procedures, safety inspections, and repair work on all Jefferson County owned school buses and other fleet equipment. Incumbents troubleshoot and diagnose vehicle malfunctions, maintain an accurate inventory of parts, procure parts and supplies necessary to perform needed repairs, and rebuild or fabricate parts when required. Experience supervising others, thorough knowledge and considerable experience in heavy equipment repair and maintenance are required for successful job performance. Performance is reviewed by the Transportation Supervisor to insure proper completion of assignments, accuracy of inventory and required documentation, and thoroughness of repairs.

### Illustrative Examples of Work

- Schedule daily activities to be performed by the shop mechanics.
- Supervise and assist in performing repair work and preventive maintenance activities on fleet vehicles and related equipment.
- Troubleshoot and diagnose vehicle and equipment malfunctions to determine needed repairs.
- Rebuild and fabricate parts when necessary to repair equipment.
- Conduct safety inspections on fleet vehicles to insure they are in proper working order.
- Keep the tools and equipment clean, properly stored and in good working order.
- Order parts and supplies as needed to maintain an accurate account of parts, supplies, and other stock items needed to perform repairs.
- Maintain all records for the cost of repairs, operating inventories, and purchasing requisitions.
- Assist in delivering buses for sub routes.
- Check equipment to make sure required repair work was performed correctly.
- Make the final decision on the repair work necessary to make needed repairs and insure the safety of passengers.
- Clean and maintain the shop to comply with required safety regulations.
- Replace glass window panels and seat covers on school buses.
- Pick up and deliver parts when necessary.
- Perform repairs on school buses on the road in the event of a break down or malfunction.
- Perform related work as required.

### Necessary Requirements of Work

Graduation from an accredited high school with course work in auto mechanics, considerable experience in diagnosing and performing repair work and preventive maintenance on fleet vehicles and heavy equipment, ability to weld and fabricate metals, experience ordering and maintaining an inventory of parts and supplies, experience supervising others, or any equivalent combination of education and experience to provide the following critical knowledge, abilities, and skills:

- Thorough knowledge of heavy equipment mechanics including engine and drive train components, suspension, fuel/exhaust systems, electrical systems, alignment/body work, brake systems, and wheel/tire maintenance.
- Considerable knowledge of routine preventive maintenance activities and scheduled safety inspections associated with school bus maintenance.
- Considerable knowledge of record keeping procedures pertaining to safety inspections and mileage logs.
- Knowledge of purchasing and inventory maintenance procedures.
- Knowledge of supervisory procedures including selection, evaluation, and discipline of staff.
- Some knowledge of welding various types of metals including the use of cutting torches, arc welders, and wire welders.
- Ability to troubleshoot and diagnose equipment malfunctions and perform needed repairs.
- Ability to direct the activities of staff and communicate effectively with the public and co-workers.
- Ability to perform the physically demanding aspects of the job including considerable lifting, bending, and stooping.
- Skill in the operation of various sizes of school bus vehicles up Blue Bird capacity (approx. 96 passenger).

### **Necessary Special Requirement**

- Must maintain a valid Tennessee CDL class B with PS endorsement drivers license.
- Must maintain a current D.O.T. physical card.
- Tennessee Department of Safety Training Card.

