

RECOMMENDED QUALIFICATIONS FOR SHOP FOREMAN

QUALIFICATIONS

1. Satisfactory driving record with a valid Class B Commercial Drivers License with "P" endorsement
2. Three (3) years experience in vehicle and/or facilities management and personnel supervision
3. Minimum age of twenty-one (21)
4. Have a high school diploma or a GED equivalent
5. Manage a budget and use department funds economically
6. Supervise personnel and assign work
7. Diagnose and analyze all mechanical and electrical problems accurately
8. Maintain records in a timely manner
9. Supervise the maintenance of the shop building, equipment, and grounds
10. Supervise employee training
11. Must be ASE certified or be willing to obtain ASE certification in various areas of expertise

DUTIES & RESPONSIBILITIES

1. Supervise and manage the district vehicular maintenance
2. Maintain an inventory and accountability of parts, tools, supplies, and equipment
3. Maintain a complete vehicular and maintenance records system of all work personnel
4. Schedule and supervise the work of all shop personnel
5. Recruit, screen, train, supervise, and evaluate shop personnel
6. Insure shop organization, cleanliness, and safety
7. Operate an effective waste management program to include the proper storage and disposal of hazardous waste in accordance with state and federal regulations
8. Provide periodic maintenance and cost reports to the Transportation Director
9. Make recommendations on equipment replacement
10. Evaluate and approve all work orders for vehicle repair
11. Maintain current tags, permits, decals, and inspection stickers
12. Perform any other tasks as may be deemed necessary by the Transportation Director in an efficient, prompt, and dependable manner