



FLEET FOREMAN

GENERAL RESPONSIBILITIES

This position is responsible for directing and supervising the efforts of multiple teams or sections within a fleet maintenance facility in support of the department's mission and goals. This position is responsible for supervising the overall performance of multiple shops and/or teams.

ESSENTIAL GENERAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervise and monitor employee productivity, status of repairs, and work on vehicles and equipment to ensure quality control and efficient turnaround times.
- Enforce safety regulations and good housekeeping practices.
- Assist with monitoring employee attendance, review of leave requests, and adherence to the attendance policy.
- Provide technical advice and hands on assistance with difficult repair problems.
- Provide technical training and retraining in critical areas including safety, mandatory regulations, fleet maintenance and repair concepts, and developing issues of concern.
- Identify tools, equipment, inventory, and building improvements which will provide enhanced value/efficiency to the operation.
- Participate as a member of interview committees as requested.
- Dispatch tow trucks and on-road technicians to make emergency field repairs on fleet vehicles.
- Supervise and ensure that ancillary shop support activities such as equipment lubrication and inspection are performed.
- Respond to emergency road calls during and after normal work hours when required.
- Work closely with vehicle dealers and manufacturers regarding warranty claims and recalls.
- Provide input, upon request, to assess a team member's performance in conjunction with the Fleet Manager and Director to ensure accountability.
- Coordinate shop work with other internal sections and external departments.
- Utilize the specified fleet management information system effectively to enter work orders, research work history, and run reports.
- Provide responsive high-quality service to school board employees, representatives of outside agencies, and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient, and timely manner.
- Attend/conduct departmental maintenance meetings
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a comprehensive knowledge of fleet vehicle maintenance, diagnosis and repair procedures, Virginia Department of Education pupil transportation maintenance regulations, shop and field safety practices, and hazardous material spill and disposal procedures. Must have a working knowledge of management and supervision practices and procedures. Must have the necessary skills to direct and organize the activities of multiple groups of employees, and exercise appropriate judgment in answering questions and releasing information. Must have the ability to analyze and



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determine consequences of decisions and/or recommendations to perform advanced to complex level diagnostic and repair work on fleet equipment. Expert ability to operate fleet vehicles and equipment, use vehicle testing, operate tire service equipment, and hand and shop tools/equipment. Must have the ability to communicate both written and orally in situations which require a high degree of sensitivity, tact, and diplomacy, use electronic record keeping and fleet management systems, establish effective working relationships, and demonstrate the department's goal of customer service in all aspects of work.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

A valid Virginia Driver's License required at the time of appointment and must be maintained throughout employment.

A valid Virginia Class B Commercial Driver's license (required with six (6) months of appointment) and must be maintained throughout employment.

Preferred:

Certification or Associate degree in vehicular repair from an accredited college or trade school.

Eight (8) years of technical hands-on experience servicing and repairing vehicles and equipment in a commercial, industrial, or municipal environment including some supervisory responsibilities or equivalent experience.

Master ASE certifications in any of the following test series: Automobile Technician, School Bus Technician, or Medium/Heavy Truck Technician.

L1 and/or L2 ASE certification.

An active Class A Commercial Driver's License

An active EPA 609 MVAC Technician certification.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, stooping, grasping, fingering, repetitive motion, and driving.

Occasional sitting, balancing, crouching, climbing, kneeling, crawling, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

SPECIAL REQUIREMENTS

A valid Class A Virginia Safety Inspectors License may be required to meet operational needs.

Regular and reliable attendance is an essential function of this position.

FLSA status: Non-exempt	Description Rev: 5/17, 7/20
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