

JOB DESCRIPTION

TITLE SHOP FOREMAN

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate and three to five years related experience which provides the required knowledge, skills and abilities for this position. Basic computer skills are required (e.g., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, percentages and to interpret graphs.
Certificate/License	Valid Florida Chauffeur's License
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk, and hear. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. . The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

REPORTS TO Service Manager

GENERAL RESPONSIBILITIES

1. Supervises and coordinates the maintenance and operational management of the Transportation facility during the assigned shift.

SPECIFIC RESPONSIBILITIES

1. Supervises the employees assigned to the automotive maintenance facilities during assigned shift.
2. Supervises the vehicle preventive maintenance for assigned shift.
3. Supervises, coordinates, and directs the repair of all automotive equipment requiring either scheduled or unscheduled maintenance for assigned shift.
4. Coordinates daily with the Service Manager the work schedule for assigned shift.
5. Insures that no unsafe vehicle is placed into operational service.
6. Reports any vehicle that is uneconomical to repair based on age and mileage requirements.
7. Performs assigned computer entry as required.
8. Performs other duties as assigned.