

SHOP FOREMAN

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory and technical position involving the responsibility for the repair and maintenance of the automotive equipment operated by a large school district. Work is performed under the general direction of the superintendent of transportation, with wide leeway given for independent judgment in planning and scheduling work. Supervision may be exercised over Head Automotive Mechanics, and other subordinate shop personnel.

TYPICAL WORK ACTIVITIES:

1. Plans and schedules maintenance and repair of automotive vehicles;
2. Advises, supervises, and directs automotive mechanics in the repair of difficult jobs;
3. Orders and purchases all replacement parts and maintains an inventory of replacement parts;
4. Plans and submits department budget;
5. Conducts required inspections with various authorities;
6. Keeps records of repairs performed and makes recommendations for replacement of equipment;
7. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the common practices, tools, terminology and safety precautions of automotive repair; ability to plan, supervise and direct the work of others; ability to prepare simple reports; ability to prepare budget and maintain a record of operating expenses; ability to work from plans; ability to follow complex written and oral instructions; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school and four years of experience in the maintenance and repair of automotive vehicles, of which two years must have been in a supervisory capacity;
- OR: (B) Any equivalent combination of training and experience above.

TR3310

ADOPTED: 08/01/75

REVISED: 09/15/95