



## **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 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**

High school Diploma or GED required. Certification/Associate's Degree in vehicular repair from an accredited college or trade school preferred. 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, preferred.

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

## **PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, twisting, reaching, handling, pushing, and pulling. Ability to lift articles up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

## **SPECIAL REQUIREMENTS**

- Possession of the following is required and must be maintained throughout employment in this class:
  - A valid Virginia Driver's license (required at the time of appointment)
  - A valid Virginia Class B Commercial Driver's license (required within six (6) months of appointment).
  - A valid Class A Virginia Safety Inspectors license (required within six (6) months of appointment).
- Possession of the following is highly desirable:
  - 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.