



Shop Foreman

SUMMARY: Under general supervision, oversees operations and staff of the Mandan Public School (MPS) vehicle repair shop; performs skilled maintenance, repairs, and adjustments on vehicles and equipment, in compliance with all safety regulations and procedures.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Performs repairs and preventive maintenance on MPS fleet vehicles and school equipment; works independently, and makes appropriate decisions based on experience; performs work within scope of authority and training, and in compliance with MPS policies and quality standards.
- Establishes an efficient and effective vehicle maintenance and preventive care program; performs preventive maintenance on MPS fleet vehicles and equipment to maximize the effective life cycle of the vehicles, and reduce downtime; implements the most cost-effective replacement and repair options.
- Inspects and diagnoses mechanical and electrical problems on vehicles and equipment; determines extent of necessary repairs, prioritizes work, and performs repairs in accordance with all safety regulations and procedures; installs specialized equipment, including audio and visual systems.
- Diagnoses and repairs vehicle engines, transmissions, brakes, and other mechanical and electrical systems, components, and sub-systems; repairs and adjusts hydraulic and pneumatic systems; uses technical manuals, electronic tools, and computer equipment to diagnose problems.
- Performs arc and acetylene welding as required to repair, fabricate, and modify metal components.
- Transports equipment to the repair shop facility; performs emergency repairs in the field as required.
- Identifies and reports vehicle problems requiring additional maintenance and repair.
- Maintains records and logs of services performed and general vehicle information.
- Supervises and reviews the work of shop staff; provides technical direction, and evaluates work performance; reviews work orders, and assigns and coordinates work assignments.
- Maintains shop facility, cleans work areas, disposes of lubricants and chemicals in compliance with all safety regulations, and cleans up spills according to standard procedures.
- Orders parts and equipment as needed to complete repair and maintenance projects; recycles and re-uses materials wherever possible; recommends replacement of outdated and ineffective equipment.
- Enforces safety rules and regulations; schedules vehicle inspections with North Dakota Department of Transportation; reports safety hazards, equipment problems, and emergency situations.
- Operates a variety of trucks, equipment, and hand tools in accordance with all safety regulations and procedures; inspects vehicles and equipment and verifies all equipment is properly maintained.
- Responds to emergencies as directed; assists with training of MPS staff.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School diploma or GED equivalent; AND six years of experience in vehicle and equipment repairs, including heavy equipment in a fleet environment, school bus repairs, and supervisory experience; OR an equivalent combination of education, training and experience. Associate's Degree in Automotive/Diesel Technology is preferred.

Knowledge of:

- MPS policies and procedures.
- Methods, tools, and equipment used in the repair of vehicles, equipment, and components.
- Methods used in a preventive maintenance program.
- Metal fabrication and welding methods and procedures.
- Federal and state safety rules and regulations, occupational hazards, and safety precautions in a vehicle repair shop environment.
- Operation, maintenance, and repair standards for vehicles and specialized equipment.
- City geography, traffic patterns, streets, landmarks, and facility locations.
- Proper use and storage of hazardous chemicals used in the workplace.
- Environmentally responsible and resource-efficient maintenance techniques.

Skill in:

- Inspecting, diagnosing, and repairing mechanical, brake, fuel, and electrical problems in a wide variety of vehicles and equipment.
- Performing computerized diagnostic tests and calibrations on vehicle components and equipment.
- Identifying maintenance needs and mechanical problems and taking corrective actions.
- Welding, metal fabricating, and adapting parts and tools to specific repairs.
- Safe use of power and hand tools, and chemicals, lubricants, and cleaning compounds.
- Reading and interpreting technical manuals and specifications.
- Maintaining accurate service records.
- Using proper safety precautions, and identifying problems and emergency situations.
- Performing general math calculations.
- Establishing and maintaining effective working relations with co-workers.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Commercial Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors and outdoors at MPS facilities and repair shops; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires. This is a safety sensitive position subject to drug and alcohol testing according to federal regulations.