GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ASSISTANT SHOP FOREMAN
TRANSPORTATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, assists the Shop Foreman and performs supervisory and journeyman work in the maintenance and repair of school buses and other automotive equipment assigned to the Transportation Dept. for repair. The employee spends 50% of his/her day in the Control Room, communicating directly with shop mechanics to diagnose and repair routine maintenance problems and by UHF radio/Nextel/telephone with route mechanics to diagnose and repair emergency problems in the field. Inspects day-to-day maintenance actions to ensure compliance with OSHA requirements. As the Assistant Shop Foreman, employee performs the duties of the Shop Foreman in the incumbent’s absence. Journeyman mechanic work (MIII level work) involves identifying, diagnosing and repairing malfunctions in vehicles and equipment assigned to the department for repair; qualified and licensed to provide wrecker service to all roadside breakdowns, accidents or other emergencies; and testing equipment for compliance with safety standards. Employee is also responsible for performing major engine and sub-assembly checks, repairs and replacements; checking lighting and wiring mechanisms for proper function; and for performing N.C. Board of Education School Bus Preventive Maintenance checks and repair and N.C. Motor Vehicle Inspections on all motor vehicles. Reports to the Shop Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assist the Shop Foreman in supervising shop assigned Mechanics II and III.

In conjunction with the Shop Foreman, organizes daily shop tasks, schedules priority of repairs, assists in dispatching mechanics to enroute bus breakdowns and creates work orders based upon the priorities of need for bus capacities.

In conjunction with the Shop Foreman, ensures 30-day state mandated safety inspections are performed, documented and filed by the shop mechanics for school and activity buses.

Supervises and evaluates the work of assigned Mechanics II and III.
ASSISTANT SHOP FOREMAN (TRANSPORTATION)

Identifies, diagnoses, and repairs complex malfunctions in transportation vehicles and equipment including checking for any worn components, push rods, valve springs, head assembly, rocker arms, valve seals, head gaskets, and intake gaskets; torques all components to specifications. Also examines and rebuilds or replaces carburetors, water pumps, fuel pumps, timing chains, gears, radiators, hoses, belts and vacuum hoses, mufflers, converters, tail pipes, king pins, wheel bearings, tire rods, ball joints, steering gear boxes, power steering pumps, starters, batteries and alternators, brakes, diesel engine injectors, injector pumps and glow plugs.

Performs all major engine and other sub-assembly fault isolation, repairs or replacements, including replacing cams, lifters, rings, crankshafts, pistons, rod bearings, main bearings, and oil pumps; measures the distance between all bearing parts.

Tests repaired or replaced equipment for compliance with safety standards.

Operates specialized power tools to recondition complete sub-assemblies, including air gun, air hammer, air chisels, air ratchets, air drills; operates brake lathe, bearing presser and tire machine.

Maintain certification for and operates the forklift as required to off-load and store bulky, packaged supplies and parts such as tires, engine assemblies and transmissions.

Does upholstery work and glass replacement, including replacing window latches, side glasses, windshields, mirrors, seat latches, seat cushions, and seat covers.

Performs N.C. Motor Vehicle Inspections and N.C. Board of Education School Bus Preventive Maintenance checks and repairs.

Operates wrecker and assists in vehicle recovery and towing.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or equivalent GED and 10 to 15 years of training or experience in repair and maintenance of automotive equipment, preferably with some supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
ASSISTANT SHOP FOREMAN (TRANSPORTATION)

SPECIAL REQUIREMENTS

Must possess or obtain a N.C. State Motor Vehicle Inspection License and a valid Class A Commercial Drivers License with endorsements for passenger, tanker, air brakes, combination vehicles and the S endorsement. Required to purchase a set of automotive tools necessary to perform job duties.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including wreckers, forklifts, buses, etc. and various mechanics' equipment and tools such as hydraulic presses, brake lathes and valve grinders. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must be able to lift and/or carry weights of 50 to 100 pounds. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants, and receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read vehicle maintenance forms, work orders, etc. Requires the ability to prepare daily activity reports and shift productions reports, using prescribed format.

Intelligence: Requires the ability to apply principles of rational systems as applied to automotive mechanics to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret automotive mechanical and electrical terminology and language.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.
ASSISTANT SHOP FOREMAN (TRANSPORTATION)

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using equipment and machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the characteristics and operating principles of internal combustion engines.

Considerable knowledge of methods, practices and procedures in repairing, overhauling, and maintaining gasoline and diesel powered automobiles and trucks.

Considerable knowledge of the materials and parts used for the repair of automotive equipment.

Considerable knowledge of the various testing devices, machines and hand tools used in mechanical repair work.

General knowledge of the occupational hazards and proper safety precautions of the work.

Skilled in the use of machine and hand tools.

Ability to supervise the work of subordinates and instruct employees in proper work techniques.

Ability to plan work details and carry out work assignments.
ASSISTANT SHOP FOREMAN (TRANSPORTATION)

Ability to exercise considerable independent judgment in applying standards to technical aspects of work.

Ability to understand and follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to maintain accurate files and compile data into report form.

Ability to perform the manual labor associated with major mechanical repair work.

Ability to establish and maintain effective working relationships as necessitated by work assignment.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.