

## AUTOMOTIVE MAINTENANCE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position supervises the maintenance and mechanical operation of a school district's fleet of buses and various automotive equipment (i.e. snowplow vehicles, sanders, tractors, passenger vehicles, etc.) This position is responsible for the maintenance and repair of all automotive equipment of the school district. An incumbent in this class is considered to be a "working" foreperson. Employees in this class must be available for duty at all times. Supervision is exercised over Automotive Mechanics or other personnel assigned to this work. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assigns and supervises the work of subordinate personnel;

Assists in the actual performance of vehicle maintenance and repair, including major overhauls to transmissions, engines, differentials, front ends; brake adjustments and relining, electric and gas welding, accident repairs and painting;

Inspects all automotive equipment to determine whether repair or replacement of parts is most practical;

Inspects all automotive equipment periodically to determine maintenance and replacement needs;

Schedules daily repairs for buses and New York State Department of Transportation inspections;

Instructs drivers on use and care of equipment;

Maintains records concerning preventative maintenance and repairs or replacements to the automotive equipment;

Maintains and submits reports concerning mileage, fuel consumption, and other data;

Maintains and submits reports of all extra-curricular and field trip routings;

Maintains and submits reports on performance activities of subordinates;

Maintains an adequate supply of parts, tools, and equipment;

Contacts vendors to order parts following district bidding policies and procedures;

Assists in preparing department's budget;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

May supervise drivers and their assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of the repair and maintenance of motor equipment of all types; thorough knowledge of the tools, techniques and terminology associated with the automotive mechanics trade; good knowledge of the accident and safety precaution connected with such work; good general knowledge of the cost of repairs and replacements; skill in diagnosing mechanical troubles on automotive equipment; ability to perform difficult repairs of all types on automotive equipment; ability to supervise personnel; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; sound technical judgement; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience where the primary function of the position was performing and/or supervising automotive repair and maintenance work.

SUBSTITUTION: An Associate's Degree\* in Auto Mechanics, Automotive Technology or a related field or possession of a certificate from a post-secondary vocational school in Auto Mechanics, Automotive Technology or a related field may be substituted for two (2) years of work experience described above.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

J.C. Competitive: School Districts

J.C.: Non-competitive:

Bedford #1, Cortlandt #3, Yorktown #1,  
BOCES #2 and Greenburgh #1

Job Class Code: S480