

ORANGE UNIFIED SCHOOL DISTRICT

VEHICLE MAINTENANCE FOREMAN

DEFINITION

Under the direction of the Vehicle Maintenance Supervisor, plans, organizes and participates in the maintenance and repair activities to a variety of large and small District vehicles and equipment including gasoline, diesel and alternative fuel-powered equipment; provides work direction and guidance to Heavy Duty Mechanics on evening and Saturday work assignment; and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform all duties of Heavy Duty Mechanic
- Act as an assistant to the Vehicle Maintenance Supervisor.
- Work out of class in the absence of Vehicle Maintenance Supervisor.
- Assist Vehicle Maintenance Supervisor on procuring parts and supplies and maintaining inventory.
- Assist in monitoring a preventive maintenance program on all vehicles to assure high standards of safety and to keep all vehicles in top operating condition.
- Assist in the promotion of high standards of shop safety and good housekeeping methods in all work-connected areas.
- Perform such other duties and assume such other responsibilities as may be assigned by the Vehicle Maintenance Supervisor
- Perform a wide variety of related work in support of District equipment.

QUALIFICATIONS GUIDE

Knowledge of:

- Techniques and practices of maintenance and repair of light and heavy duty automotive vehicles including school buses and all other maintenance equipment.
- Safe operation of related tools, equipment and procedures in the overhaul, repair and adjustment of motor equipment and of fuel, ignition, electrical and cooling systems.
- Operation, tools, materials methods, theory and principles of gasoline, diesel and alternate fuel powered engines.
- Safety procedures and practices applicable to equipment and motor vehicle maintenance repair and operation.

Ability to:

- Diagnose, repair and maintain a wide variety of large and small gasoline, diesel and alternate fuel-powered engines and related equipment.
- Diagnose and repair mechanical, electrical and computerized malfunctions.
- Read and apply technical and mechanical diagrams, schematics and repair manuals.
- Understand and follow oral and written directions and work cooperatively.
- Work with minimal supervision and perform independent tasks based upon general direction.

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- Safely operate a variety of vehicles and motorized equipment.
- Establish and maintain cooperative working relationship and courtesy when dealing with others.

Training and Experience:

Equivalent to completion of the twelfth grade; five years experience in heavy-duty diesel and gasoline powered equipment and motor vehicles; any combination of training and experience which would provide the level of technical skills. Passing score on District Mechanic test.

Licenses:

Possess and maintain a valid California Driver's License, Class B. Valid Medical Examiner's Certificate.

Participate in a mandatory pre-employment drug test and random drug and alcohol testing.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to between 10 - 100 lbs. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud.