

AUTOMOTIVE MAINTENANCE FOREMAN

GENERAL STATEMENT OF DUTIES: Supervises the maintenance and mechanical operation of a fleet of school buses and various automotive equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position is responsible for the maintenance and repair of all automotive equipment of the school district. Supervision is exercised over a small number of Automotive Mechanics or other personnel assigned to this work.

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;

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;

Assists in preparing Department's budget;

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; 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 supervise personnel; initiative; sound technical judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Graduation from a standard high school or trade school or possession of a high school equivalency diploma and six years experience performing or supervising automotive repair and maintenance work; or (b) ten (10) years of experience as described in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Completion of a course in automotive mechanics may be substituted on a year for year basis for the required experience.

SPECIAL REQUIREMENT: Possession of a valid license (appropriate to the equipment to be operated) to operate a motor vehicle in New York State at time of appointment.

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.

School Districts
J.C.: Non-competitive (*Bedford #1, Cortlandt #3,
Yorktown #1, BOCES only)

Job Class Code: S480

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