



## FOREMAN III-VEHICLE EQUIPMENT REPAIR

### DEFINITION:

Under the supervision of the assigned supervisor, oversees, plans, and coordinates repair and maintenance requirements for all District vehicles and equipment; leads and participates in a variety of skilled mechanical activities in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative fueled vehicles and equipment.

### DISTINGUISHING CHARACTERISTICS:

The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties. The Foreman I classification is the entry-level classification in the Foreman series. The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff.

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

- Provides planning, scheduling and coordination of preventive maintenance and repair support for all District vehicles and equipment including generators, compressors and grounds equipment.
- Leads and participates in a variety of skilled mechanical activities in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative fueled vehicles and equipment; ensures vehicles and related activities comply with applicable laws, codes, regulations, policies and procedures.
- Oversees and participates in required inspections, preventive maintenance and servicing of vehicles; trains and provides work direction and guidance to assigned personnel; performs skilled and semiskilled tasks in support of District vehicle and equipment.
- Develops and implements mechanical installation, maintenance and repair projects; estimates labor, material and equipment requirements for projects; monitors, assesses and modifies activities in response to project progress.
- Trains and provides work direction and guidance to assigned personnel; assigns employee duties and reviews work for accuracy, completeness and compliance with established standards and procedures.
- Oversees and participates in the adjustment, repair and maintenance of air and hydraulic brake systems; adjusts and relines brakes; performs transmission, motor and engine inspections, overhauls, maintenance and repairs; performs minor and major tune-ups on vehicles and equipment; rebuilds or replaces engines as appropriate.
- Leads and participates in the repair and adjustment of clutches, pumps, carburetors, universal joints, gears and valves; removes and replaces components such as batteries, alternators, starters, hoses, belts, bearings, spark plugs and a variety of other parts as needed; install wiring as necessary.
- Performs scheduled preventive maintenance safety checks and inspections; ensures compliance with State regulations, smog standards and other requirements as assigned.
- Establishes priorities for work schedule and school bus inspections.
- Oversees and participates in servicing vehicles and equipment with fuel, oil, grease, water and hydraulic fluids; ensures proper fluid levels; lubricates gearboxes; drains and refills crankcases; replaces fuses; checks and replenishes air levels of tires; replaces tires as needed.
- Inspects, diagnoses, repairs and maintains vehicle lighting, air conditioning, lubricating, emission, electrical and cooling systems as assigned; tests and repairs electrical circuits and components; replaces seats and other interior components as needed; performs skilled and semiskilled maintenance, repair and shop related tasks in support of the vehicle and equipment program.
- Operates and maintains a variety of hand and power tools, lifts, jacks, stands, testers, meters, presses and grinders; utilizes computerized and specialized equipment in the testing, diagnosis and repair of vehicles; drives a vehicle to conduct work.
- Plans, organizes and lays out assigned tasks; interprets diagrams, sketches, schematics, technical

manuals and specifications; works from verbal and written instructions and work orders; provides materials requirements, recommendation on vehicle related products and services, coordinates material orders with job schedules.

- Monitors inventory levels of materials and equipment; researches prices for parts, materials and equipment; selects vendors; orders, receives and maintains inventory of materials and equipment as needed.
- Performs electrical and acetylene welding, brazing and soldering to design, fabricate, modify and install various vehicle components; operates related welding equipment.
- Communicates with other maintenance staff, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; provides quality control measures for shop work and inspects work provided by vendors; provides recommendations for shop procedures, vehicle purchases, and equipment procurement.
- Confers with supervisory and management level personnel in matters relating to vehicle and equipment issues, budget planning, and coordination of shop support operations; maintains a variety of records related to safety inspections, maintenance activities, repairs, inventory and assigned duties.
- Maintains shop and work areas in a safe, clean and orderly condition.
- Maintains records and permits, provides reports, documents work activities.
- Monitors fuel usage, fuel leakage and storage tanks related to District fueling station.

## **QUALIFICATIONS GUIDE**

### **Knowledge of:**

- Methods, materials, and equipment at the senior trades journeyman level.
- Job planning, estimating and work scheduling.
- Techniques, practices, theories and procedures of diesel, gas and alternative fueled vehicle and equipment maintenance and repair.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles.
- Diagnostic procedures for vehicles and equipment.
- Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Proper methods of storing equipment, materials and supplies.
- Preventative maintenance practices.
- State regulations and other requirements for maintenance of designated vehicles.
- Shop math applicable to vehicle maintenance.
- Technical aspects of field of specialty.
- Principles of training and providing work direction.
- Oral and written communication skills.
- Record-keeping techniques.
- Health and safety regulations.
- Proper lifting techniques.
- Trade-related worker safety procedures, practices and equipment principles of training and supervision.

### **Ability to:**

- Plan, organize and carry out work schedules.
- Estimate costs for labor and materials.
- Lead and participate in a variety of skilled mechanical activities in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative fueled vehicles and equipment.
- Develop and implement mechanical installation, maintenance and repair projects.
- Train and provide work direction and guidance to assigned personnel.
- Operate computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Adjust, perform tune-ups and maintain vehicle parts, systems and equipment.
- Adjust, repair and maintain air and hydraulic brake systems.
- Diagnose and repair mechanical and electrical malfunctions.
- Perform required inspections, preventive maintenance and servicing of buses and other vehicles.
- Operate a computer and assigned software.

- Interpret and apply State regulations and other requirements for maintenance of designated vehicles.
- Read and work from diagrams, sketches, schematics, technical manuals and specifications.
- Plan and lay out mechanic work.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret and apply applicable laws, codes, rules and regulations.
- Estimate materials and supply needs.
- Operate a variety of hand and power tools including welding equipment.
- Maintain a variety records related to work performed.
- Observe health and safety regulations.
- Oversee shop operations, control inventory of tools, equipment and supplies.
- Understand and carry out both written and oral instructions.
- Prepare written and present oral instructions as may be required for operation of the shop.
- Establish and maintain cooperative working relationships.
- Computer software and related equipment.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in automotive repair and three years increasingly responsible journey-level experience in the maintenance and repair of gasoline and diesel-powered vehicles and equipment.

**LICENSES AND OTHER REQUIREMENTS:**

- California Class C Driver's license.
- California Class B Driver's License with passenger endorsement (preferred).

**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.

- Bending at the waist, climb, balance, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate power tools and equipment.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Seeing to observe and perform repairs.
- Hearing and speaking to exchange information.
- Stand, sit for periods of time.
- Climbing ladders.

**WORK ENVIRONMENT:**

Vehicle repair shop environment. Seasonal heat and cold or adverse weather conditions. 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. Hazards at work include:

- Exposure to fumes, dust, odors and oil/grease.
- Contact with electrical outlets
- Working around hazardous materials
- Working around or with machinery having moving mechanical parts
- Exposure to chemical fumes and particles
- Exposure to vibration.

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