

**AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: VEHICLE SERVICES FOREMAN**

Pay Grade: MP3
Job Code: 13147

FLSA Status: Non-Exempt
Revised: 11/2/2016

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent, with a minimum of seven (7) years of related experience. Incumbent must have a working knowledge of a specialized field such as automotive mechanics, plus some prior financial, budgetary, and procurement experience.

SKILL REQUIREMENTS:

This position requires a thorough working knowledge of modern automobiles and trucks, as well as small engines and mowers, adequate supervisory capacities and excellent working habits, and knowledge of motor vehicle laws; Texas Department of Public Safety Commercial Driver's License (CDL) and Motor Vehicle check. Incumbent must have the ability to organize and dispatch work, and be able to keep accurate written and computer records.

JOB PURPOSE AND RESPONSIBILITY:

This position supervises all employees in the garage area engaged in the repairing and maintenance of Austin ISD motor vehicles and performs as a Motor Vehicle Mechanic II. Incumbent will provide guidance to all agencies whose vehicles are serviced, and assist and advise with procurement of new and replacement vehicles. Incumbent must have current Texas Operators Driver's License in possession at all times while operating Austin ISD vehicles.

ESSENTIAL FUNCTIONS:

- Checks incoming and outgoing repair requests and vehicles for repair.
- Assigns priorities to work orders and mechanics to perform work.
- Supervises small engine/mower mechanic in the lawnmower shop.
- Order parts, supplies, and materials.
- Perform state safety inspections on all vehicles and checks and inspects for misuse.
- Send contract repairs to proper shop.
- Keep inventory records of supplies and parts up-to-date.
- Prepare and oversee the Vehicle Services Budget.

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- Writes bid specifications for all procured vehicles: cars, pickup trucks, backhoes, sweepers, road graders, trailers, and small engine landscaping equipment.
- Screens vehicles for trade-ins and provides trade in estimates for the annual budget.
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- Solicit bids on all garage motors and equipment, which does not require School Board approval.
- Assures that adequate supply of fuels, oils, lubricants, antifreeze and freon is always maintained.
- Trains personnel and assures safety in the work environment.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is performed in a vehicle maintenance shop with considerable interfering noise levels. On call twenty-four (24) hours a day for breakdowns and accident coverage. Conditions include temperature changes from weather, dirt, dust, oil, wetness, glare, and draft. Hazards may include burns, shocks, cuts, crushed fingers, and black injuries from lifting weights in excess of one-hundred (100) pounds. OSHA category for blood born pathogens for this position is Category III, which involves no exposure to blood or body fluids.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Supervisor of Building and Grounds, and will supervise all other shop employees within their respective shop area.