

# Garage Foreman



**Department of Transportation**  
**Posting Number: IRC3319**

**Filing Deadline: Open Until Filled**

Classified Position, Level 15  
Salary Range: Refer to FY19 Classified Salary Scale  
12 Month Position, 8 hours per day

## **DESCRIPTION:**

This is automotive service work in the joint County-School District fleet maintenance facility. An employee in this class is responsible for overseeing work completed by staff and vendor service on all vehicles. A worker in this position initiates his/her own daily assignments, follows through on matters, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations. A worker in this position is considered essential personnel and may be required to work during severe weather events or other emergencies.

## **PRIMARY RESPONSIBILITIES:**

- Directs the daily operations of the automotive maintenance shop in the overhaul and repair of the division's automotive equipment
- Coordinates automotive maintenance services and makes maintenance decisions concerning all motor vehicles in the division's fleet
- Supervises staff that arrange for warranty service on vehicles; locates dealers with equipment and personnel capable of servicing heavy duty or out of the ordinary types of vehicles
- Monitors vehicle estimates for outsourced vehicle repairs
- Monitors warranties to ensure parts and equipment under warranty are serviced as required
- Maintains electronic records of all vehicle warranty information and job work orders
- Maintains vehicle records including labor, materials, parts, supplies, and other information necessary in the repair and maintenance process
- Controls the release of serviced and repaired vehicles
- Responds to emergency road calls during and after normal work hours when required; dispatches tow trucks for transport or on-road technicians to make emergency field repairs on fleet vehicles
- Recommends hiring, promotion, discipline, and discharge of employees
- Supervises and conducts annual evaluations for employees
- Schedules mechanics and staff, assigns work and supervises staff
- Inspects the work of automotive mechanics and evaluates mechanic and helper performance through personal quality control checks
- Promotes high standards of safety and good housekeeping methods in the operation of the automotive maintenance shop
- Identifies training requirements for automotive mechanics; prepares and conducts appropriate service training
- Develops and implements an efficient and effective system for state inspections and routine automotive and preventive maintenance services for all school buses and division vehicles in accordance with state guidelines
- Prepares automotive maintenance reports as assigned
- Models non-discriminatory practices in all activities
- Performs other tasks as assigned by the Fleet Maintenance Supervisor or Fleet Maintenance Manager

## **QUALIFICATIONS:**

- High school graduate and a minimum of 4-6 years of experience in a related career field
- Knowledge of the automotive repair field and vehicle warranty agreements
- Possess excellent human relations and communication skills
- Knowledge of related state, federal and local policies and regulations
- Possess a Commercial Driver's License or the ability to obtain within first year of employment
- Knowledge of budget planning, personnel management, routing procedures and applicable laws, regulations, and policies

- Excellent written and verbal communication skills
- Ability to establish and maintain effective working relationships
- Possess a Class A or Class B Commercial Driver's License with P and S endorsements, or the ability to obtain within the first six months of employment

**ORGANIZATIONAL RELATIONSHIP:**

The Garage Foreman reports to the Fleet Maintenance Supervisor.

**PHYSICAL QUALIFICATIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 frequently required to sit; use hands to finger, handle or feel objects or tools; and reach with hands and arms. The employee is regularly required to see, talk and hear. The employee is occasionally to stand; walk; and stoop, kneel, crouch or bend and may be required to lift up to approximately 50 pounds.

**ADDITIONAL DETAILS:**

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees.

Loudoun County Public Schools (LCPS) does not discriminate on the basis of race, ancestry, color, sex, pregnancy, childbirth or related medical conditions, marital status, age, religion, national origin, disability, or genetic information in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent for Department of Human Resources and Talent Development  
Loudoun County Public Schools  
21000 Education Court  
Ashburn, VA 20148

Tel: 571-252-1100

**HOW TO APPLY:**

Go online to <https://www.lcps.org/> and select "Apply Online Employment"

To be considered for the vacancy, please complete ALL sections of the application. A resume will not be accepted in lieu of a completed application.

Please be sure to upload the following:

Three (3) current professional references (Name, phone number, email address). At least one reference should be a current supervisor or most recent supervisor.