



Job Description

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Job Title: Shop Foreman Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
Human Resources	10/13/2016	General Manager	10/13/2016	HR Director	10/13/2016

Reports To: General Manager

Supervisory Status: Yes

Description:

This position assists in supervising and scheduling mechanics. This position also assists with establishing priorities and closely working with departmental management with reporting status on assigned vehicles. This position also assists mechanics in performing repairs. This position performs quality control, and oversees job assignments ensuring the mechanic/utility worker/driver is qualified to perform job assigned to him.

Duties:

- Follow safety policies and work in a safe orderly manner.
- Respond to any safety concerns reported, and notify service manager.
- Maintain a positive and helpful demeanor to customers, vendors, and employees.
- Provides tech support to customers, and mechanics in service shop.
- Maintain shop scheduling of workflow.
- Complete and maintain mechanic work log.
- Complete paperwork as required, fill out work orders, check mechanics work orders, follow up with parts pricing when required.
- Perform strict quality control on mechanical repairs and vehicle maintenance.
- Dispatch employees to transport vehicles to outside vendors.
- Other duties as assigned

Education/Experience Required:

- High School diploma or equivalent, plus five or more years of recent bus, heavy duty truck or automotive dealership repair experience.
- Strong knowledge of HVAC systems, starting and charging systems, electrical and electronic systems and component overhaul procedures.
- Must be able to read, comprehend and assist other technicians with service literature and parts manuals.
- Understanding of how to accurately record labor time and parts/services utilized on work order reports.
- Excellent problem solving ability.
- Must demonstrate the ability to work in a safe manner.
- Proven ability to work independently with little or no supervision required.
- Excellent communications skills required.
- Ability to direct, schedule and assist Shop workers with daily work schedule.
- Must be able to lift up to 50 pounds.
- Personal tools; to include roll-away tool chest are required.
- Ability to use diagnostic scanner/laptop computer.
- Must communicate in a positive way to employees, vendors and Customers. Good people skills are required.
- CDL Class B Driver's License with Air Brake Endorsement.

- ASE Certified – At least Three ASE Certifications.
- Good oral and writing skills also bilingual, English and Spanish preferable.
- Positive, can do attitude. Willing and able to work under pressure, and time constraints.
- Must be willing to assist Management with disciplinary action.
- Will be responsible for keeping the Dealership Garage clean, and productive.

Physical Requirements:

- Must be able to lift, push and pull a minimum of 50 pounds
- Will be required to do frequent kneeling, stooping, squatting, crawling and climbing to perform multiple tasks of position.
- Must have good manual dexterity.

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