



Job Title	<i>Foreman</i>
Department	<i>Maintenance</i>
Reports to	<i>Maintenance Superintendent</i>
Grade	<i>11</i>

Job purpose

The Maintenance Foreman is responsible for the oversight and support to the mechanical department of CDTA. This department operates 24 hours per day 7 days per week and consists of over 300 vehicles, 120 employees and 3 divisions.

Duties and responsibilities

- Effective supervision of maintenance staff
- Coach, Motivate and evaluate assigned personnel
- Oversee the accurate and efficient repair of all vehicles
- Approve priority order of maintenance repairs based on availability of materials and parts and requirements of scheduled operations
- Ensure that all vehicles are fueled, cleaned and properly functioning
- Ensure that policies and procedures are constantly followed to make sure that our employees are working in a clean and safe environment.
- Ensure that property, grounds and facilities are clean and well organized
- Assist Technicians with diagnostics to ensure the highest quality of work is obtained
- Other duties as assigned or as required
- Responsible for the oversight of vehicle and building preventative maintenance programs and equipment failure diagnosis/analysis.
- Working with maintenance superintendents to improve performance
- Communicates with other supervisors to coordinate work activities.
- Maintain accurate records on requisitions, work/employee schedules and reports to reduce waste and loss of manpower.

Qualifications

- 2-year degree in diesel mechanics and/or 5 or more years' experience in gas, diesel and heavy equipment vehicles
- Prior supervisory experience
- A valid NYS CDL License
- Excellent oral and written communication
- Broad understanding of mechanical systems related to heavy duty transportation vehicles
- Ability to read, interpret and apply documents such as safety rules, operating and maintenance instruction and procedure manuals
- Ability to read schematics and other mechanical and/or electrical diagrams
- Ability to read and write routine reports, forms and other documentation or correspondence.



- Working knowledge and proficiency with Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to organize and perform work efficiently, strong attention to detail
- Ability to work well with labor in a unionized environment

Working conditions

Must be able to work a flexible work schedule in a 24/7 company with multiple locations.

Constantly required to stand, walk, use hands to manipulate, handle, feel, reach with hands or and talk.

Frequently required to sit. Occasionally required to climb or balance, stoop, kneel, crouch or crawl.

Must be able to pass a physical and agility test. Must be able to safely operate all CDTA vehicles including buses, tow trucks and service vehicles.

This is an open garage environment and employees will be subject to all weather elements including extreme heat, cold and exposure to dust.

Direct reports

List by job title any positions to be supervised by the incumbent.

Maintenance Employees Assigned to the division

Created By:	
Approved by:	
Date approved:	<i>2/16/2022</i>
Reviewed by HR:	<i>Mandy Harrington</i>

