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**Job Title:** Shop Foreman- 1<sup>st</sup> Shift  
**Department:** Maintenance  
**Reports To:** Director of Maintenance  
**Union Status:** Bargaining unit, non-exempt

**Job Location:** Springfield, Ma - SATCo  
**F.S.L.A. Status:** Full-time, Non-exempt  
**Hours:** Full-time, 40-hours per week Monday - Friday  
**Shift:** Monday 4:30a.m. – 4:30p.m; Tuesday-Friday – 4:30a.m. – 1:00p.m.

**Hourly Rate-** \$32.77/hour

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**Essential Duties:** Under the direct supervision of the Director of Maintenance, this position provides general oversight and supervision of repairs and replacement of diesel and gasoline engine accessories; rebuilding of engine parts and other vehicle parts including brakes; repair of all vehicles (gas, electric and diesel) including repairs to air conditioners; road call activities; diagnostics, troubleshooting and repair of vehicular problems including electrical systems, engines, etc.; and other activities related to mechanical work and responds to all related questions; issues and oversees job assignments, identifies and logs bus locations in bus storage garage; ensures all parts are charged out of stockroom by mechanics according to established procedures; ensures mechanics' job tasks are completed as scheduled and enters completed jobs into computer database; performs duties in compliance with Company procedures and appropriate provision of the C.B.A.; provides technical training; directs work flow in the shop, and performs related tasks.

Ensures repairs are completed as scheduled and enters completed jobs into the computer database; performs timely closing or work orders according to established procedures; ensures all defects as documented on defect cards are repaired according to quality standards; ensures routine/preventative maintenance and inspections are conducted in a timely manner; coordinates efforts with other staff (i.e., operations staff) to ensure mechanical issues are reported in a timely manner; and follows, establishes and documents standard operating procedures. Plan and use organizational skills to effectively perform the administrative work associated with responsibilities, including supervisory reports, administrative procedures, and other assigned functions.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:** High School diploma or G.E.D. is required. Ability to use technical knowledge in a supervisory capacity and apply areas of expertise to day-to-day mechanic activities in a teaching and supervisory capacity. Must be able to lead, supervise and motivate others to perform work to established standards; Must be able to work with minimal supervision; must have excellent judgment and communication skills and be able to use these skills effectively when dealing with management, peers and subordinates; Ability to plan and use organizational skills to effectively perform the administrative work associated with responsibilities, including supervisory reports, administrative procedures, and other assigned functions. A Shop Foreman is expected to be highly reliable, dependable, and professional at all times.

**Preferred Qualifications:** Must have a minimum of five years of experience in repair of diesel and gasoline powered vehicles or equivalent combination of education and experience; experienced in the use of tools to oversee performance of mechanical work.

**License Requirement:** Class A or B Commercial Driver's License with Passenger Endorsement and no airbrake restriction required, *or* ability to obtain through Company sponsored CDL training program. Must possess valid MA driver's license in good standing. Must maintain current CDL and DOT medical requirements.

**Other:** Must obtain and maintain DOT medical card.

**Safety Sensitive:** This is a safety sensitive position subject to all related DOT regulatory requirements, including pre-employment and post-employment drug screening requirements.

**Emotional/ Psychological Factors:** Stressful situations sometimes occur but may include the assignment of road emergency tasks (i.e., mechanical failure of bus while en-route). Decision making skills are used regularly, for example, to trouble-shoot mechanical equipment. Certain tasks require concentration. Requires the ability to deal with multiple tasks with the potential of frequent interruptions while completing the work necessary to provide an adequate fleet of vehicles for the next day of transit service.

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Occasional operation of a bus, van, truck or other vehicle is a job requirement. **Mobility:** Frequent sitting while engaging in data entry and/or documentation activities; frequent walking (i.e., to/from and throughout mechanic shop, office, and bus garage). Occasional standing with the ability to move freely around the work area as needed. **Lifting Requirements:** Frequently lifts 2 lbs. to 5 lbs. Other lifting may be required occasionally. **Hearing/Talking:** Listening and talking (communicating) are essential to performing this job. Must be able to hear and understand normal speech, as some job information is received verbally. **Visual Requirements:** Must be able to read and comprehend written material and distinguish material using close-up vision, for example, to read service manuals, blueprints and electrical schematics for discussion and troubleshooting purposes. Frequent viewing of computer screen. Frequent viewing of mechanic work. **Dexterity:** Frequent use of fingers for computer keyboarding and writing.

**Work Environment:** 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. The work environment is a typical office environment approximately 50% of the time and a typical shop environment approximately 50% of the time (noise level is usually loud--multiple diesel engines, pneumatic tools, etc. Regular exposure to diesel fumes and occasional exposure to wet or oily conditions.