

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



Mechanic Foreman

Region Operations

\$75,420 annually

Job Overview

The Mechanic Foreman serves as a frontline supervisor within TDOT's Garage Team, providing technical oversight and team leadership to ensure the efficient, safe, and compliant maintenance of State's fleet. This role will develop, lead, mentor, and train each team member through empowerment, communication, and delegated authority. This position is responsible for planning, assigning, and monitoring the work of garage personnel performing diagnostics, maintenance, and repairs on a variety of light, medium, and heavy-duty vehicles and equipment.

The Mechanic Foreman plays a vital role in maintaining operational readiness, enforcing safety and environmental regulations, and supporting the implementation of maintenance procedures that extend equipment life and reduce downtime. This position is instrumental in achieving daily operational goals, meeting emergency response needs, and maintaining service excellence across all aspects of fleet operations.

This position will use department policies, standard operating guidelines, procedures, and manuals to deliver the expected outcomes. The Mechanic Foreman will implement performance plans, ensuring expected outcomes, performance, and accountability of each crew member.

The Mechanic Foreman will seek to identify efficiencies within the operations and assist with the development and implementation of innovative best practices as appropriate.

Essential Job Responsibilities

Supervise garage personnel in the maintenance, repair, and inspection of State fleet vehicles and equipment, including dump trucks, trailers, pickups, pavers, milling machines, sweepers, stripers, loaders, excavators, rollers, forklifts, skid steers, tractors with mowers, and other machinery.

Assist with and track vehicle and ancillary purchases and disposals, including completing and maintaining General Services Property Disposition (GSPD) forms, to ensure alignment with agency guidelines and support fleet inventory management activities.

Coordinate winter weather readiness by overseeing pre-storm inspections and preparation of fleet equipment, performing calibration of salt spreaders and other

winter maintenance attachments before and after storm events, and managing post-storm cleanup, damage assessment, and equipment repairs to ensure continued operational readiness.

Plan and assign daily work based on garage priorities, personnel availability, and emergency response needs. Monitor progress and adjust workloads as necessary to meet defined schedules and service targets.

Oversee diagnostics and troubleshooting for complex mechanical, hydraulic, and electrical issues. Provide technical guidance and hands-on support for high-complexity repairs and major component replacements.

Provide professional customer service by maintaining clear communication with internal teams, vendors, and external partners. Respond promptly to service requests, set clear expectations, and ensure timely, high-quality service. Promote a customer-focused environment by mentoring staff on effective communication and service standards.

Conduct quality assurance checks on completed repairs and ensure compliance with OEM specifications, TDOT maintenance standards, and safety procedures.

Track time, equipment usage, parts consumption, and work order completion using systems such as EDISON, Fleet Diagnostic Software, and global positioning system(s) (GPS). Submit accurate and timely reports to the Garage Team Lead.

Support the inventory management process by verifying stock levels, recommending purchases, and assisting with audits per TDOT Stockroom Operation Guidelines.

Ensure environmental compliance within the facility by overseeing proper storage, handling, and disposal of hazardous materials; maintaining documentation and inspections for fuel systems, waste oil, and other regulated substances; and adhering to state and federal environmental regulations and TDOT policies.

Enforce all Occupational Safety and Health Administration (OSHA) regulations and TDOT policies regarding safety, PPE usage, environmental compliance, and hazardous material handling. Lead safety briefings and incident reviews as required.

Mentor and train garage personnel, promoting skill development, and certification compliance.

Support the Garage Team in implementing process improvements, integrating diagnostic technologies, and aligning local practices with statewide fleet maintenance strategies. Stay current on industry best practices and national trends to identify opportunities that improve operational efficiency, safety, and service quality.

Develop performance factors that ensure garage staff provide deliverables that are consistent, predictable, and repeatable, providing uniformly high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- High school diploma or equivalent
- 5 years of demonstrated competency in vehicle and equipment maintenance, including diagnostics, repair procedures, and preventive maintenance for light, medium, and heavy duty equipment, or related field.

Necessary Special Qualifications

- Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee.

- Possess and maintain, or obtain at their own expense and within 11 months of hire or promotion to this classification, a Class A Commercial Driver's License with an N endorsement without a Code O restriction (Code 52 restriction is allowable) that is valid in the State of Tennessee.
- Possess and maintain, or obtain at their own expense and within eleven months of hire or promotion, passing scores on all tests (T2 through T8) of the Automotive Service Excellence Certification in the Medium to Heavy Truck Test Series.

Ideal Candidate

The Mechanic Foreman is a skilled mechanic and confident leader who thrives in a hands-on supervisory role. They bring strong mechanical expertise, effective communication skills, and a proactive mindset to problem-solving operational oversight. By fostering a safety-first culture and mentoring their team, they contribute directly to TDOT's commitment to fleet excellence and public service. The Mechanic Foreman's professional development leads by example, training, empowering, and guiding staff toward high performance. They coordinate closely with the Garage and Maintenance Team Lead and management to streamline operations, maintain strong communication, and ensure high-quality seamless service delivery across garage functions. With a strong work ethic and a clear sense of priorities, the Mechanic Foreman ensures their team and facility operate efficiently and effectively.