

# Shop Foreman - Transportation

## Job Description



**Job Title:** Shop Foreman - Transportation

**FLSA:** Exempt

**Reports to:** Director of Transportation

**Pay Grade:** 3407A

**Dept./School:** Transportation Department

**Calendar Days:** 256

**Revised:** 6/5/2023

### Primary Purpose

The Transportation Shop Foreman is responsible for on-site supervision of repairs, rebuilds, preventative maintenance and operations of the transportation maintenance facility including all shop personnel.

### Qualifications

#### Education/Certification:

- High School Diploma or GED
- Some college or technical school preferred
- Possess or obtain within 90 days of employment a Class B commercial driver's license with passenger (P) and school bus (5) endorsements
- Possess or obtain within 90 days all necessary training/internal certification to operate a wrecker
- Possess the certification or complete the School Bus Driver Training Certification Course within 180 days of employment
- Possess or acquire immediately a Medical Examiner's Certificate for commercial driver medical certification
- Possess or acquire a clear to drive from Aldine ISD's Training Academy within 90 days of employment
- Pass Department of Transportation pre-employment drug and alcohol test
- Be eligible for coverage under the district's vehicle insurance program

#### Special Knowledge/Skills:

- Knowledge of and ability to repair gasoline and diesel vehicles
- Knowledge of various types of school buses (preferred) and white fleet vehicles
- Ability to diagnose mechanical problems and perform repairs independently
- Ability to read and interpret documents such as safety rules and operating and maintenance instructions
- Ability to direct, motivate, and supervisor shop personnel
- Effective organizational, communication, and interpersonal skills
- Ability to input data into and maintain accurate records in the department's maintenance software
- Knowledge of Federal and State School Bus Specifications

#### Experience:

- Five years of experience as a school bus mechanic with supervisory experience in a public school district(preferred)

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### Major Responsibilities and Duties

1. Supervise the shop, the major and minor mechanical repairs, and the preventative maintenance of buses
2. Perform major and minor mechanical repairs and preventative maintenance of buses
3. Supervise the rebuild, replacement, and repair of all vehicle components and systems.
4. Arrange for outside repairs when work cannot be performed in the shop
5. Estimate materials and time needed for repairs and document information in the maintenance software

### Safety

6. Follow established safety procedures and techniques to perform job duties
7. Operate tools, equipment, and machinery according to prescribed safety procedures
8. Ensure that the shop, equipment, and tools are kept in safe operating condition
9. Correct and report all unsafe acts and conditions in the work area to an administrator immediately

### Other

10. Follow District and Transportation Department policies and procedures
11. Attend staff development and safety meetings
12. Be willing and able to be on call 24 hours a day, 7 days a week, including holidays
13. Perform other duties as assigned

### Supervisory Responsibilities

Supervise shop staff

### Evaluation

The Shop Foreman's evaluation is a responsibility resting with the assigned supervisor. An evaluation shall be completed in writing at least once during the course of the fiscal year.

### Work Environment

**Tools/Equipment Used:** Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

**Posture:** Frequent standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking; frequent climbing, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise,

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vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours;

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.