

TITLE: SHOP FOREMAN

QUALIFICATIONS:

1. High school diploma and recent supplement training in subjects directly related to automotive/truck/bus mechanics
2. Experience equivalent to journeyman mechanic in repair of heavy duty diesel and gasoline motorized equipment
3. Ability to plan, assign, prioritize and evaluate shop work
4. Ability to diagnose equipment problems and effect repairs
5. Knowledge of laws, rules and regulations related to school transportation
6. Knowledge and ability to use computers for department data entry and equipment diagnostics
7. Ability to develop specifications for purchase of equipment
8. Ability to work effectively with staff and public
9. Knowledge of basic recordkeeping procedures

REPORTS TO: Administrator as assigned

JOB GOAL: To maintain district vehicles and equipment in safe operating condition

PERFORMANCE RESPONSIBILITIES:

1. Plans and organizes repair and maintenance of district rolling equipment and other miscellaneous equipment as assigned
2. Diagnoses, repairs, maintains and services equipment; performs general overhaul of engines; utilizes diagnostic equipment
3. Monitors use of shop materials; maintains accurate inventory; orders supplies as required
4. Assigns work to shop staff and outside contractors; inspects work completed by district mechanics and outside agencies
5. Maintains accurate vehicle and shop records
6. Enforces department safety procedures
7. Coordinates with transportation staff the scheduling of inspections and repairs
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule; classified salary schedule, class 7

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable