

**Central Valley School District
Job Description #201**

TITLE Shop Foreman

GENERAL SUMMARY

Supervises employees in repair, service and maintenance of school buses and related vehicular equipment.

ESSENTIAL JOB FUNCTIONS

1. Supervise and work with subordinates in diagnosing malfunctions, in determining repair, servicing, and maintenance requirements and repair or adjusting equipment for proper operation.
2. Supervise and work with subordinates in the overhaul and rebuild of engines, transmission, differentials and other components, assemblies and systems.
3. Order parts, materials and supplies required for proper maintenance of buses and related equipment and shop facilities.
4. Coordinate maintenance activities with operations to insure that the bus fleet is ready to meet operational needs at all times.
5. Assist and recommend changes and additions to bus specifications in the interest of safety, durability and maintenance economy.
6. Write repair orders, assign work, inspect and verify completed work, review recorded time and parts used on jobs, maintain vehicle records file and control parts stock level and accounting utilizing a computerized MMS.
7. Evaluate needs and recommend purchase of new or replacement shop equipment, machines, tools and related items.
8. Assume full responsibility for maintenance activities during the absence of Supervisor of Transportation.
9. Request quotes from local commercial shops for repairs which exceed the capability of the district garage. Assist in evaluating quotes and recommend repair assignments.
10. Perform related duties as required.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Transportation

MENTAL DEMANDS

PHYSICAL DEMANDS

Working around and under heavy buses and power machinery requires constant safety awareness; required to lift, move and position heavy object in excess of forty (40) pounds; required to stand for prolonged periods; exposed to high noise levels from buses and machinery; required to take precautions to avoid exposure to fumes and chemicals; required to work outdoors in inclement weather on emergency repairs; required to wear protective clothing. Adhere to all district health and safety policies, including all precautions of the HBV/HIV Bloodborne Pathogens Exposure control Plan.

QUALIFICATIONS:

1. Five (5) years experience in the automotive maintenance field. Vocational training may be substituted for experience on a year-for-year basis, not to exceed two years.
2. Minimum three (3) years full-time experience as a journeyman automotive mechanic in a truck or bus maintenance facility.
3. One year full-time experience at the supervisory level in an automotive maintenance facility.
4. Possession of a valid Washington State driver's license with CDL & P endorsement.
5. Washington State School Bus Driver's certificate.
6. Ability to establish and maintain cooperative relations with other employees, students and the public.

UNIT AFFILIATION

PSE/Transportation

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 6/95

Revised 8/06