



## **JOB DESCRIPTION**

### **Assistant Shop Foreman– Transportation Department**

#### **JOB DESCRIPTION:**

The Assistant Shop Foreman under the direct supervision of the Shop Foreman, will assist the Shop Foreman in overseeing the maintenance and repair of District vehicles, serve as the supervisor at the Transportation auxiliary garage, distribute all vehicle parts and maintain an adequate inventory of shop parts and supplies and assist the Shop Foreman in purchasing District vehicle parts by using the competitive bidding process.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One year of supervising experience
- Three or more years experience as a Master Mechanic
- Possess current Automotive Service Excellence (ASE) or Technical Certificates

#### **ADDITIONAL REQUIREMENTS:**

- Ability to pass Human Performance Exam (HPE)
- Possess current Commercial Drivers License
- Possess current Texas School bus Driver Certification, and/or be enrolled in the next available course offered by Region 20 Service Center

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Knowledge of auto parts and terminology
- Knowledge of automated inventory systems and procedures
- Knowledge of purchasing procedures
- Ability to use personal computer and office equipment

#### **DUTIES AND RESPONSIBILITIES:**

1. Supervises personnel regarding repair and maintenance of all District vehicles
2. Assigns repair work orders as appropriate
3. Assist in repairs of District vehicles when appropriate
4. Requisitions, locates, and acquires parts as needed for vehicle repair
5. Contacts vendors to check on availability of parts and supplies
6. Ensures parts catalogs are current
7. Maintains parts and supply inventory at auxiliary garage
8. Initiates purchase orders to maintain appropriate parts and supply inventory
9. Manages a system to record and track receipt and issuance of parts and supplies
10. Loads and unloads delivery truck when appropriate
11. Receives and inspects all merchandise for damage and/or defects
12. Verifies accuracy of supply and parts shipments
13. Performs quality control on all repaired vehicles
14. Operates tools and equipment according to established safety procedures
15. Follows established safety procedures and techniques to perform job duties including lifting, climbing, etc
16. Corrects unsafe conditions in work area, and reports any conditions that are not correctable to supervisor immediately
17. Required to supervise night shift as appropriate
18. Required to drive a school bus as needed
19. Performs other duties as assigned

20. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate effectively (verbally and written), concentrate, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry heavy weight (45 pounds or more), stand, walk, balance, crawl, stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, hear, speak, possess visual acuity, drive moderate distances, travel moderately, work around moving objects or vehicles, may work prolonged or irregular hours.

**SUPERVISORY RESPONSIBILITIES:**

Supervises all personnel at Transportation Auxiliary Garage

**EQUIPMENT USED:**

Personal computer, printer, calculator, copier, fax machine, and hand tools

**Manual Trades Pay Grade: 8**

**Number of Work Days: 260**

**Wage/Hour Status: Nonexempt**

**Updated: May 19, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*