



JOB DESCRIPTION

Shop Foreman

JOB DESCRIPTION:

The Shop Foreman, under the direct supervision of the Transportation Coordinator, will oversee the maintenance and repair of District vehicles, distribute vehicle parts, maintain an adequate inventory of shop parts and supplies, and purchase District vehicle parts, by using the competitive bidding process.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years of supervisory experience
- Five 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. Assures that all vehicles have State inspections
4. Establishes criteria for preventive maintenance per vehicle manufacturer recommendation
5. Conducts safety shop meetings
6. Coordinates annual safety inspections of all school buses and District vehicles
7. Assist in repairs of District vehicles when appropriate
8. Requisitions, locates, and acquires parts as needed for vehicle repair
9. Contacts vendors to check on availability of parts and supplies
10. Ensures parts catalogs are current
11. Over sees parts and supply inventory
12. Initiates purchase orders to maintain appropriate parts and supply inventory
13. Manages a system to record and track receipt and issuance of parts and supplies
14. Loads and unloads delivery truck when appropriate
15. Receives and inspects all merchandise for damage and/or defects
16. Over sees accuracy of supply and parts shipments

17. Performs quality control on all repaired vehicles
18. Reviews and analyzes fuel and oil usage and orders as needed
19. Operates tools and equipment according to established safety procedures
20. Follows established safety procedures and techniques to perform job duties including lifting, climbing, etc
21. Corrects unsafe conditions in work area, and reports any conditions that are not correctable to supervisor immediately
22. Required to supervise night shift as appropriate
23. Required to drive a school bus as needed
24. Performs other duties as assigned
25. 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 Assistant Shop Foreman, Master Mechanics, Mechanics, and Mechanic Helper

EQUIPMENT USED:

Small hand tools, drills, drill press, grinder, air-powered tools, torch, jacks, lift equipment, and video monitoring equipment. School bus and district vehicles.

Pay Grade: Manual Trades Pay Grade 9

Salary Range: \$16.99 min./ \$21.24 mid./ \$25.49 max.

Number of Work Days: 260

Wage/Hour Status: Nonexempt

Updated: October 2, 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.