

Belton Independent School District Job Description

Job Title: Shop Foreman
Department: Transportation
Reports To: Director of Transportation
FLSA Status: Non-exempt, 226 Days
Pay Grade: AUX - 5

SUMMARY

To maintain the school district's bus fleet and other vehicles in good working order to make necessary repairs efficiently as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES

Make safety checks on buses on a schedule set up by the Assistant Maintenance Supervisor

Notify the Director of Transportation or Assistant Maintenance Supervisor immediately of any mechanical condition which is dangerous to the operation of the vehicle

Be able to respond to calls after regular working hours or on weekends

Observe safety standards in performing duties

Keep abreast of new techniques and attend classes or workshops for self improvement

Perform all other duties as assigned by the Director of Transportation

SUPERVISORY RESPONSIBILITIES

Will be directly responsible to the Director of Transportation and in the event of absence of the director, will be responsible to the person designated by the director

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

GED or high school diplomas (preferred)

Valid Texas CDL license with passenger endorsement Preferred (will train)

Valid School Bus Driver Certification

At least two years in diesel bus and truck repair

And four years total experience doing complex mechanical work.

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence, and memos

Ability to communicate effectively with children, staff, and parents

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Ability to compute rate, ratio, and percent

REASONING ABILITIES

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

Ability to deal with problems involving several concrete variables in standardized situations

OTHER SKILLS AND ABILITIES

To have enough through knowledge of automobile and truck functions, air-conditioning systems, welding process, transmissions, drive lines, brake systems, cooling systems, BISSD policies and procedures, motor vehicle laws, and all operating functions of these buses

Have excellent work habits and be able to follow oral and written instructions

Be able to work independently and make responsible decisions in emergency situations

Meet all criteria set for bus drivers in relation to being able to drive buses (clean driving record, training, etc.)

Be able to keep accurate written and computer records

Knowledge of diesel engines and components

Ability to diagnose mechanical problems and perform repairs

Knowledge of air brake systems

Must pass school bus driver physical examination for physical and emotional stability

Must pass random and pre-employment drug test

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand, walk, use hands or fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 lbs and occasionally lift and/or move up to 75 lbs. Specific vision abilities required by this job include vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a vehicle maintenance shop with considerable interfering noise levels. On call twenty-four hours a day. Conditions include, but are not limited to weather, dirt, dust, oil, wetness, glare, draft, and mud. Hazards may include, but are not limited to burns, shock, cuts, crushed fingers, and back injuries from lifting in excess of 75 lbs.

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

Revised: April 2009

Prepared By: Belton ISD Human Resources Department