



Openings as of 6/5/2018

Shop Foreman - Transportation

JobID: 1250

Position Type:

Support Staff

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Date Posted:

5/17/2018

Location:

Maintenance

Date Available:

July 2018

Closing Date:

until filled

SHOP FOREMAN

REPORTS TO: Director of Transportation

QUALIFICATIONS:

1. Valid Texas commercial driver's license (Class B)
2. Certified Texas vehicle safety inspector
3. Advanced knowledge of automotive mechanics and maintenance
4. Ability to operate equipment and tools involved in vehicle repair
5. Ability to lift heavy equipment and vehicle parts
6. Ability to direct and supervise personnel and coordinate shop operations
7. Ability to pass alcohol and drug test
8. Ability to complete required bus driver safety training
9. Acceptable driving record
10. Ability to operate bus
11. Five years' experience in vehicle repair and maintenance procedures
12. Two years supervisory experience

PRIMARY PURPOSE:

Supervise daily activities of vehicle repair and maintenance operation to ensure proper performance and safety of all district vehicles.

TERMS OF EMPLOYMENT: non-contractual (At-Will), Manual Trades

226 days, estimated 8 hours daily, **Wage/Hour Status: Nonexempt**

MAJOR RESPONSIBILITIES AND DUTIES

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.
3. Assign priority and process vehicle repair work orders.
4. Evaluate and recommend all repairs. Provide cost estimates.
5. Assign all vehicle repairs to personnel and oversee completion.
6. Arrange contract repairs when work cannot be performed in shop.
7. Assign or perform welding and minor body work to keep vehicles operating.
8. Perform routine vehicle maintenance and preventive care.
9. Establish preventive maintenance and care schedules.

10. Discuss mechanical problems with other mechanics and help them solve repair problems.
11. Inspect work performed by mechanics in overhaul and repair of district automotive equipment.
12. Review and approve completed work orders.
13. Perform state safety inspections for all district vehicles.
14. Operate tools, equipment, and machinery according to prescribed safety procedures.
15. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
17. Operate bus as needed and be familiar with bus routes.
18. Assist in training new drivers.
19. Keep shop, equipment, and tools in safe operating condition.
20. Order equipment and supplies and maintain accurate records.
21. Recommend replacement of existing equipment.
22. Conduct annual inventory of physical equipment and supplies.
23. Supervise cleaning of buses by washing crew.
24. Direct the upkeep and appearance of shop and parking lot area.
25. Work irregular hours and respond to after-hours emergency calls as needed.
26. Load and unload tapes for video monitoring system.
27. Assist in preparation of department budget.
28. Assist in recruiting, screening, training, and evaluation of shop employees.
29. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
30. Understand laws and regulations on transportation and safety.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate work of lead mechanic, mechanics, mechanic helper(s), and bus maintenance worker(s).

EQUIPMENT USED:

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

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors: Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, and with vehicles and machinery with moving parts. Frequent exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

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 that may be required.

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