



Austin Independent School District

Employment Application

Openings as of 9/21/2018

Assistant Shop Foreman - Transportation (Nelson Terminal)

JobID: 27609

Position Type:

06 - Technical/Labor/Trade

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Date Posted:

9/21/2018

Location:

Transportation Office

Date Available:

10/01/2018

For Fiscal Year:

2018-2019

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent required and training in a specialized field such as automotive and truck mechanics. Two (2) years of experience in diesel vehicle repair and four (4) years total experience performing complex mechanical work is required. Incumbent must be certified as follows: Commercial Driver's License, Texas School Bus Driver Training course (all kept renewed and current), Austin ISD Training Program for School Bus Drivers, and Texas Education Agency Motor Vehicle Record check.

SKILL REQUIREMENTS:

This position requires knowledge of automobile and truck functions, air conditioning systems, welding process, transmissions, drive lines, brake systems, cooling systems and all operating functions of the buses. Incumbents in this class must have knowledge of Austin ISD policies and procedures and motor vehicle laws; excellent work habits and ability to follow oral and written instructions; and the ability to work independently and make responsible decisions in emergency situations. Incumbents must meet all the criteria set for bus drivers in relation to being able to drive buses. This position also requires the ability to keep accurate written and computer records. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for the Preventative Maintenance Program and performs skilled motor vehicle, automotive, and bus repairs and preventive maintenance work. Incumbent supervises line mechanics in the absence of the Shop Foreman.

ESSENTIAL FUNCTIONS:

- Checks, adjusts brakes and/or replaces any defect found during each school bus preventative maintenance inspection, including brakes, oil, drive train, and lights.
- Performs daily repairs on specific malfunctions as reported by Bus Drivers and/or observed by the mechanic.
- Checks incoming and outgoing repair requests.
- Assigns priorities to work orders, and mechanics to perform work.
- Responds to breakdowns and/or accidents as quickly as possible. Determines if repairs are to be made on sight or attempts to move the bus to the terminal.
- Coordinates with the Dispatcher to ensure there are enough buses to cover routes.
- Meets two daily deadlines; remains on the job until it is completed as needed; and is on call 24 hours/day.
- Exchanges, rebuilds, or over hauls engines, transmissions, carburetors, alternators, and similar assemblies.
- Checks and repairs electrical, heating, air conditioning, and cooling systems.
- Responsible for obtaining necessary parts. This often involves outside suppliers, therefore, must be knowledgeable in processing invoices and purchase orders.
- Keeps detailed records of work performed and parts used.
- Supervises line mechanics in the absence of the Shop Foreman.
- May serve as substitute driver for regular and/or special education bus route; may serve as substitute driver for charters; and may be used as monitors on buses with disciplinary problems.
- Performs other duties as assigned and assists Shop Foreman as required.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. Work is performed in a vehicle maintenance shop with considerable interfering noise levels. On call twenty-four (24) hours a day for breakdowns and accident coverage. Conditions include temperature changes from weather, dirt, dust, oil, wetness, glare, and draft. Hazards may include burns, shocks, cuts, crushed fingers, and back injuries from lifting weights in excess of one hundred (100) pounds. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Shop Foreman.

COMPENSATION:

Pay Grade: MP01

Starting Salary: \$19.05/Hr
[Social Security](#)
[Teacher Retirement](#)
[Comprehensive Benefits Package](#)
[Employee Discount Program](#)

Closing Date: Until Filled

An Equal Opportunity Employer

FMLA regulations require all employers to post the [updated FMLA notice](#).

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