

## **Transportation Shop Foreman**

### **Purpose Statement**

The job of Transportation Shop Foreman is done for the purpose/s of ensuring the availability of vehicles in safe operating condition including determining needed repairs and/or replacements on district vehicles; performing required repairs and preventive maintenance; providing written documentation of repairs to meet district, state and federal requirements; coordinating, supervising, training, and assisting transportation mechanics; and overseeing the operation of the bus maintenance facility.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Transportation Supervisor

---

### **Essential Functions**

- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Assigns bus to bus drivers for the purpose of ensuring they have the correct size bus with the right equipment to safely perform on their assigned route.
- Attends meetings, training's, etc. for the purpose of maintaining skills and meeting certificate requirements of Utah School Bus Mechanic.
- Conducts service meetings for the purpose of keeping drivers and mechanics up to date on the latest equipment.
- Coordinates preventive vehicle maintenance programs for the purpose of maintaining vehicles in a safe operating condition.
- Diagnoses potential vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Drives buses for the purpose of diagnosing malfunctions using diagnostic and test equipment.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, exterior condition, UDOT inspections, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains records of repairs, costs, vehicle warranties, recalls, etc. for the purpose of documenting required information and meeting federal and state requirements.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Monitors tools and shop area for the purpose of keeping track of tools and maintaining a safe/clean working environment.
- Overhauls engines and systems (e.g. engines, electrical systems, fuel injection systems, etc.) for the purpose of ensuring the availability of safe buses and equipment to meet District transportation needs.
- Oversees and Evaluates bus mechanics and shop personnel (e.g. monitors, trains, employee time cards, etc.) for the purpose of ensuring the maintenance facility operates safely and efficiently.
- Performs minor body work (e.g. front ends, fenders, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.

- Performs functions of a school bus driver for the purpose of meeting the district's transportation service needs.
- Prepares a variety of reports (e.g. damage estimate reports, work orders, bids, etc.) for the purpose of providing written support and/or conveying information.
- Recommends specifications for new equipment for the purpose of ensuring vehicle safety, performance and function ability.
- Removes snow for the purpose of ensuring bus compounds and sidewalks are safe for vehicles and people.
- Repairs vehicle systems/components, etc. for the purpose of ensuring the availability of vehicles in safe operating condition.
- Replaces defective vehicle parts/systems (e.g. heating, electrical, tires, pumps, etc.) for the purpose of ensuring the availability of vehicles in a safe operating condition.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field and freeing stuck vehicles.
- Reviews vehicle specifications for the purpose of ensuring vehicles are purchased that meet district and state specifications and standards.
- Tests defective equipment (e.g. handheld computers, motor analyzers, pressure gauges, etc.) for the purpose of diagnosing malfunctions using test instruments.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in Mechanics trade; planning and managing projects; preparing and maintaining accurate records; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; adapting to changing work priorities;

working with detailed information/data; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

**Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Alcohol and Drug Test

Certificates

CDL license with bus driving certificate.

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

7