

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/16	<b>SHOP FOREMAN</b>	
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by planning, organizing, and reviewing the work of transportation maintenance shop staff; and by providing technical assistance in a variety of skilled vehicle and other equipment maintenance work necessary for the safe and reliable transportation of students and district staff.

### **CLASS CHARACTERISTICS**

This is the lead level in the Mechanic series. This classification is distinguished from lower classifications in that the employee in this classification serves as a lead worker over the transportation maintenance shop lead mechanics and shop personnel.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision and assists in evaluation over assigned transportation maintenance and shop support personnel.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Planning, organizing, and reviewing the work performed in the maintenance shop; determining priorities and assigning work to assigned personnel and or shifts.

Reviewing, evaluating, and providing input on the work of assigned personnel.

Reviewing and evaluating work orders and requests for parts and service; determining feasibility and time lines; preparing related records and reports of work performed.

Analyzing data reports and developing action plans for improved service; recommending changes in procedures to improve service.

Participating in the development of bid specifications for all district vehicles.

Overseeing transportation buyer's duties as necessary for the ordering of parts and supplies and provides buyer with information regarding stock levels and items maintained in inventory.

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Providing oversight, under the direction of the Fleet Operations Manager, of the shift leads and their direct reports.

Ensuring that the vehicles and the shop facility are safely maintained and kept in a clean and orderly fashion.

Assisting Fleet Operations Manager in maintaining compliance of all related federal, state and local vehicle and facility requirements and certifications.

Informing managers of any customer abuse of vehicles whether intentional, accidental or neglect.

Assisting managers and other employees regarding vehicle readiness mechanically and operationally (i.e. fuel).

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

School district work policies and guidelines, departmental practices and procedures, and Quality Assurance Model

Federal, state and local laws pertaining to the maintenance, repair and safety of school buses

Principles and practices of program organization and coordination

Principles and practices of work training, delegating, and review

Problem-solving processes and strategic thinking

Shop math applicable to vehicle maintenance; practices and procedures of shop and field welding

Extensive knowledge of methods, tools, and equipment used in the maintenance and repair of vehicles and other equipment

Operation of and care of diesel and gasoline engines, chassis, and parts and replacements

Safe driving and work practices

Computer applications related to the work

#### **Ability to:**

Plan, train, and assist in evaluating work of lower classifications, including other shop personnel.

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Effectively communicate and use interpersonal skills in interactions with co-workers, administration, and the general public.

Exchange or convey information and receive work direction.

Analyze vehicle maintenance operations and recommend changes as necessary

Prepare required reports and paperwork

Locate, diagnose, and perform major maintenance and repair work on vehicles and other equipment

Operate a computer and related peripheral equipment and software

Pass required physical examinations necessary for bus driver certification

Establish and maintain effective working relationships with those contacted in the course of work

Stay current on new vehicle repair technologies, products and procedures

Communicate clearly and concisely, both orally and in writing

Maintain a flexible work schedule that may necessitate overtime during periods of high demand. May be required to remain on-call for emergency situations

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Five years of increasingly responsible journey-level experience in major vehicle and equipment repair, including one year of lead responsibility.

**Training:**

Associate's degree or higher, supplemented by vocational training or coursework in gasoline and diesel-powered engine repair and maintenance.

**Special Requirements**

Possession of, or the ability to obtain within the first 6 months, a valid Class B Oregon's Commercial driver's license with applicable endorsements.

Possession of, or the ability to obtain within the first 6 months, a valid ODE School Bus Driver's certification.

Possession of, or the ability to obtain within 6 months or through first available class, an EPA 609 Motor Vehicle A/C Certification in the Proper Use of Refrigerants including Recovery, Recycling, and Reclamation.  
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Ability to obtain and maintain ODE certification for bus inspector

Ability to obtain, within the first 6 month, and maintain a Master School Bus Automotive Service Excellence (ASE) rating.

Provide own set of hand tools  
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**Work Environment:**

Varies between climate-controlled office setting and mechanic shop environment; occasional field environment with some travel from site to site; exposure to dust, grease, fumes, solvents and mechanical hazards. Exposure to noise levels ranging from moderate to very loud. When repairing vehicles in the field, may be exposed to inclement weather conditions, hazardous traffic conditions and rough terrain.

High level of contact with district personnel, moderate level of contact with vendors and service providers and minimal level of contact with outside agencies/community.

**Physical Requirements:**

For office work, frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period.

When conducting repair methods in shop, frequent walking, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, feeling, hearing, climbing and balancing. Standing for prolonged periods. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision. Vision to read printed materials and computer screen or other monitoring devices. Hearing and speech to communicate in person and on the telephone.

Strength: Medium/heavy – Exert force to 50-75 pounds occasionally and/or 20 to 35 pounds of force frequently, and/or 10 pounds of force constantly to move objects. May involve significant stand/walk/carry/push/pull.

NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Salem-Keizer School District is an equal opportunity employer.

Position: Shop Foreman

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_